



Gulf Beaches Public Library

POSITION DESCRIPTION LIBRARY DIRECTOR

NATURE OF POSITION

Professional, administrative position appointed by the Library Board of Trustees and reporting to the same. Responsible for planning, developing, implementing, and directing library services for the residents of Madeira Beach, North Redington Beach, Redington Beach, Redington Shores, and Treasure Island as well as residents of other member cities of the Pinellas Public Library Cooperative (PPLC) and the unincorporated areas of Pinellas County.

Duties include budget preparation, personnel management, collection development, community relations and facility maintenance. A key aspect of the duties will be to enhance outreach communications to grow the library in relation to population trends and to leverage technological advances in relation to changing library cultures. The Library Director supports the missions, goals and objectives of the Gulf Beaches Public Library and PPLC.

ESSENTIAL FUNCTIONS

- Administers Library policies, makes policy recommendations to the Board, and submits reports to the Board. Posts meeting notices and prepares meeting packets for the Board of Trustees within specific guidelines. Communicates essential information to Trustees between meetings as appropriate.
- Prepares budget for Board approval, administers all revenue and expenditures as directed by the Board. Monitors all accounts. Provides monthly financial report to Board of Trustees for review prior to Board meetings.
- Hires, trains, and supervises all library personnel. Performs annual evaluations, provides continuing education opportunities, and follows library's disciplinary protocol when necessary.
- Evaluates library services and makes recommendations for improvements; works with the Board, elected officials, school officials and civic organizations to develop programs and resolve problems.
- Provides a high level of customer service to library patrons in all service areas of the library
- Enhance marketing outreach, balancing community trends, leveraging library technologies, and effectively uses social media platforms to promote library services.
- Administers maintenance of library facilities and equipment; works with architects and planners on new facility development.
- Looks for opportunities to apply new and evolving ideas, methods, and technologies while adhering to all Standards for Florida Public Libraries.
- Meets with leaders of the five municipalities on a regular basis.
- Provides ideas for continuous improvement including developing creative funding sources.
- Reviews and approves selection of all materials for purchase.
- Accounts for all activities, programs and services.
- Promotes good public relations by working with the five city commissions, the Board of Trustees, Friends of the Library, and the media to obtain citizen input and encourage active support from the community.
- In collaboration with the Board of Trustees, establishes annual goals and objectives and develops, implements, reviews, evaluates, and revises plans as necessary to achieve annual goals.
- Develops and supervises a robust library volunteer program.
- Performs other related duties as assigned by the Board.

QUALIFICATIONS

- Master's degree in Library Science from a program accredited by the American Library Association, or equivalent.
- A minimum of two years of relevant public library experience, including public service experience.
- Working knowledge of business management principles including planning, organizing, managing, budgeting, accounting and contracting processes.
- Demonstrated ability to develop, implement, and coordinate programs and services.
- Demonstrated ability to communicate professionally both verbally, and in writing.
- Demonstrated ability to develop and maintain effective working relationships with library staff, Board Members, and government officials.
- Ability to present information clearly and concisely and to prepare and maintain records and reports.
- High level of computer literacy on various platforms including ILS and associated technology.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, crouch, bend, or stoop for long periods of time.
- Ability to talk, listen, climb (step stools), and reach to retrieve objects –on a daily basis.
- Ability to push, pull, lift, and move objects up to 25 lbs. -on a daily basis.

SALARY RANGE AND BENEFITS

Salary Range: \$28.84-\$36.05 annualized at \$60,000 - \$75,000 / commensurate with experience.

Leave: Standard federal holidays. Vacation and sick leave.

Insurance: Health, vision, dental, basic life insurance, and worker's compensation coverage is provided.

TO APPLY:

Send cover letter, resume, and list of references to: recruitment@gulfbeacheslib.org.

Post date: 1.4.17

Position open until filled.