

# Job Description

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## **Position Title: FULTON COUNTY LIBRARY DIRECTOR**

GDCPL Classification: 1, FULL-TIME

Supervisor's Title: BOARD OF TRUSTEES

State Certification Requirement: LC2 +

FLSA Status: Non-Exempt

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### **POSITION PURPOSE**

The Library Director is appointed by the Library Board of Trustees to administer all personnel, programming, financial, facilities, and community relations functions at the Library. Fulton County Public Library serves a population of approximately 16,000 with a budget of approximately \$2 million.

### **POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Oversees day to day operation of Libraries (a little of everything).
- Development of policies and procedures.
- Supervision of Department Heads/Branch heads, and subsequently all personnel.
- Development/Implementation of library budget.
- Planning for future library needs.
- Training of staff (continuing education programs).
- Coordination of efforts with the community (local and state).
- Keeping the library current with the Library community.
- Maintenance of the libraries.
- Scheduling, hiring, maintenance, training, discipline, and firing of staff.
- Ensures the Library is in compliance with all state and federal requirements/laws.
- Participates in community and professional organizations appropriate to the position.
- Performs other related duties as assigned.

### **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must have the following education and/or experience:

- Must be eligible for Indiana Library certification, LC2 or higher.
- ALA-accredited Masters Degree in Library Science.
- Three years of professional Library experience.
- Supervisory experience required.
- Strong financial management skills.
- Must have driver's license and safe driving record to drive personal vehicle for Library purposes.

### **COMPENSATION**

Salary range \$40,000 to \$50,000 per year.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform each duty satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- Customer Service – Customer Service – Provides prompt, attentive, and friendly customer service in-person, by phone, or electronically; maintains personal accountability and ownership for providing excellent customer service; seeks and responds to feedback from patrons to improve service; meets commitments; shows willingness to go out of their way to help patrons.
- Teamwork – Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction, including good decision making; collaborates with and supports coworkers by helping out where needed; creates and maintains positive relationships with coworkers; asks for and listens to coworker feedback and incorporates feedback into revised processes; completes work on time and with proper quality; supports cross-training and shares learning with others; understands we are all stewards of the taxpayers.
- Communication and Media – Communicates ideas and thoughts clearly, accurately, and respectfully; listens to others and seeks to understand others' perspectives; has knowledge of communication techniques and methods, including alternative ways to inform and educate using electronic media, including, but not limited to: email, Internet, and social media sites. Demonstrates proficient use of the English language.
- Adaptability – Willingness to take on new challenges and responsibilities; open to change and variety within the workplace; works hard to implement successful change in areas of responsibility; recommends and implements changes to improve processes and customer service.
- Image – Portrays a positive image of the Library; is a strong public ambassador and promotes Library programs and services during patron interactions. Promotes Library mission and complies with Library policies. Participates in the community as a representative of the Library.
- Technical – Proficiency in using computers and related software; experience with Library management system software, including cataloging systems and public interface systems.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee frequently is required to:
  - Stand, walk, sit, Stoop, kneel, crouch, or crawl
  - Use hands and fingers to handle books, paper, and technology
  - Speak and listen to others, See, and read
  - Reach with hands and arms
- The employee must frequently lift and/or move up to 25 pounds.
- The employee must frequently push, pull, and maneuver full book carts.

**REPLY WITH COVER LETTER, RESUME, AND REFERENCES BY 7/1/2017 TO:**

**FCPL BOARD OF TRUSTEES, 320 W 7<sup>TH</sup> ST, ROCHESTER, IN 46975;**

**OR SEND BY EMAIL TO: BOARD@FULCO.LIB.IN.US**