

## McCulloch County Library Director

### Job Description

McCulloch County is seeking to hire a Library Director. The Director will have a strong desire to implement strategies to make our library an asset for all citizens and continuously strive to improve services and programming for all ages alike. The Director will oversee the daily operations of the library while staying within the current annual budget and have the ability to prepare future budgets. The Library Director must demonstrate excellent interpersonal communication skills and interact with the community in a professional and respectful manner at all times. This is a full-time position beginning at \$17.00 per hour with health insurance, paid time off after six months of employment, and retirement through the Texas Counties and District Retirement System.

### RESPONSIBILITIES:

- The Library Director is overseen by the McCulloch County Judge / Commissioners Court and shall work with each person of the Court in a professional manner and provide reports as requested.
- Hires, trains, supervises, evaluates, and compiles work schedules for all library employees / volunteers. Completes continuing education hours as required and uses available resources for staff development.
- Must be able to work nontraditional hours with the possibility of Saturday hours.
- Informs the Judge or commissioners of any needed maintenance /repairs of the library, library related equipment, and grounds.
- Actively promotes the library through the newspaper, radio, and internet. Applies library policies / procedures with the ability to modify each as needed for the enrichment of the library.
- Prepares a long-range plan or vision for the library. Administers and coordinates library programs and services to meet a variety of community needs.
- Makes regular deposits of all monies collected. Works closely with the McCulloch County Treasurer to monitor income and expenses of the library.
- Seeks / recommends / applies for grant opportunities when feasible.
- Participates in monthly meetings with the McCulloch County Library Advisory Board and the McCulloch County Library Association.

### SPECIAL REQUIREMENTS:

- Bachelor's degree from an accredited university and must be able to meet the continuing education hours required to maintain the library's certification with the Texas State Library.
- Must be able to develop and manage the library in accordance with standard rules of library management, subject to any general rules adopted by the Commissioner's Court for other county departments.
- Must be able to guide the Library Advisory Board and the Library Association with professional expertise regarding the development of library policies and act as an advisor to each.