

# VACANCY

## Taylor County Board of County Commissioners

**JOB TITLE: Library & Information Services Director**  
Salary \$34,777 - \$41,516 DOQ

### **SUMMARY:**

This is a high visibility professional position responsible for the administration and management of the Library and Information Services Department. The Director ensures the department complies with all state and federal funding regulations, county budgeting procedures, and adherence to county policies. The Director is responsible for all vehicles, planning, training, and assigned property and facilities. Director is responsible for the creation and maintenance of the Taylor County Public Library website and Open Source Integrated Library System. (Koha, hosted by Liblime.)

**ESSENTIAL/SPECIFIC DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervises the work of library department employees.
- Develops, prepares, and implements Long-Range Plan of service, updated annually.
- Develops the Annual Plan of Service as required by the State of Florida Department of Library and Information Services.
- Interviews, selects, trains, and evaluates departmental staff.
- Prepares county and state aid budgets annually in accordance with county budgeting guidelines.
- Seeks state, federal, and specialty grants in order to enhance departmental services; plans, writes, submits, allocates, tracks, and reports on grant progress.
- Promotes department to public through various media.
- Conducts Quarterly Advisory Board meetings as a means of public input.
- Attends local, state, and association functions, and otherwise maintains an active profile with other institutions statewide.
- Is responsible for the collection of statistical data for state and local use.
- Maintains a current collection through selection from reviews, replacement of damaged materials, and de-selection of outdated materials.
- Remains current by learning about new developments in libraries via blogs, feeds, tweets, wikis, journals, etc.
- Incorporates new technologies.
- Ensures library staff receives ongoing training.
- Facilitates partnerships with school and community groups to maximize community resources.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/ or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of professional library principles, methods, practices, tools, and materials;
- Considerable knowledge of current personnel and facility management principles and practices are required.
- The Director must possess a professional bearing, and have the ability to analyze issues quickly to solve problems or recommend courses of action for the board in his/her area of expertise.
- The ability to train, motivate, and discipline staff is essential.
- The Director must be able to delegate assignment, evaluate workloads, contend with personnel dynamics of the workplace, and possess the ability to prioritize work.
- He/she must have the ability to present plans, programs, and assignments publicly in either oral or written format.
- The Director must be capable of exercising sound judgment in both routine and emergency situations.
- Ability to type

**EDUCATION AND/OR EXPERIENCE:**

A Master's degree in Library and Information Science (MLIS) with two years of administrative experience in a public library setting. Working knowledge of Microsoft Office Suite, and Open Source products.

**REQUIRED: A passion for providing library services to all citizens in a rural community, a hunger for lifelong learning, and a commitment to introducing and embracing new technologies. Patience, respect and compassion for people of all ages is paramount!**

**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.

- Must successfully pass a physical exam by the Medical Director.
- Required to stand, walk, sit, reach, stoop, kneel and frequently use hands and fingers.
- Must be able to talk, hear, speak, and understand.
- Must be able to sit for extended periods.
- Must be able to drive an automobile.
- Must be able to manipulate computers, books, and office equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise levels are usually quiet.
- Job requires working in an office environment.
- May be exposed to risk of eyestrain.
- Meet and greet visitors and members of the community on a daily basis.

**APPLICATIONS:**

Applications must be returned to WorkForce by one of the following ways: Save the application to either a disk or computer after you fill it out. Then attach the application to an email and send to [EFM-Empoyers@nfwdb.org](mailto:EFM-Empoyers@nfwdb.org) or you can print it out and deliver it to the Mobile Career Lab. The Mobile Career Lab is at the Perry K-Mart on Tuesdays, Wednesdays and Thursdays from 9:00 a.m. – 4:00 p.m. and it is at Maddie' Market in Steinhatchee the third Thursday of the month, from 9:30 a.m. – 3:30 p.m. It can also be mailed to 705 E. Base Street, Madison, FL. 32340 or faxed to 850 973-9757. Questions concerning the position should be directed to Pam Grigg at 850 838-3512. Taylor County is an EOE, VP, DT, background check employer.