

DATE: January 17, 2024

TITLE: Library Director

DEPARTMENT: Library

SALARY: Based on Qualification

APPLICATIONS WILL BE ACCEPTED UNTILL POSITION FILLED

DUTIES AND RESPONSIBILITIES:

The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board. The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library and City.

Necessary Knowledge, Skills and Abilities:

General Administration and Management

- a. Formulates and recommends policies to the library board
- b. Implements library policies and procedures
- c. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
- d. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
- e. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
- f. Orients new trustees and serves as a resource for trustee activities
- g. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
- h. Directs the maintenance of the library building and grounds and recommends future space needs
- i. Establishes and maintains a staff manual of library procedures
- j. Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment

SPECIAL REQUIREMENTS:

- A Master's degree in library science from an accredited school
- Professional certification in compliance with state law
- Four years of library experience preferred with a minimum of 2 years administrative experience
- Thorough knowledge of the philosophy and techniques of all facets of public library service
- Ability to think analytically and to develop new services
- Ability to exercise initiative and independent judgment
- Considerable knowledge of computers and data communications especially in regards to library applications
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Highly developed verbal and written communication skills, social skills, and adaptability
- Ability to make administrative decisions, develop policies and supervise staff
- Effective interpersonal skills consisting of creative and diplomatic management abilities
- Demonstrated dynamic motivational leadership skills
- Ability to process information effectively to learn new materials, handle complex concepts, and consider issues macrocosmically
- Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
- Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas
- A desire to meet and serve the public

The City of Anadarko offers a competitive salary and excellent benefits package.

Applications are available at www.cityofanadarko.org or Anadarko City Hall 501W.

Virginia, Monday through Friday 8am to 5pm.

Please email, mail or fax application to, PO Box 647, Anadarko, OK 73005. Email hr@cityofanadarko.org or Fax to 405-247-5903

MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY

THE CITY OF ANADARKO IS AN EQUAL OPPORTUNITY EMPLOYER