



172 Eminence Terrace  
Eminence, Kentucky 40019  
Phone: 502-845-5682  
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Jessica L. Powell, Director  
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## Library Director

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REPORTS TO:	Board of Trustees
JOB CLASSIFICATION AND STATUS:	Full Time, Exempt
REVISED:	10/4/18

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### **BASIC FUNCTION:**

Reporting directly to the five member Board of Trustees, the Library Director is responsible for overseeing all aspects of Library operations. The Director works closely with the Board and staff recommending and developing policies; developing and implementing the Strategic Plan; actively engaging in public relations and media opportunities; understanding regional community needs; serving as liaison to the very active and engaged Friends of the Library; understanding and developing the annual operating budget; seeking collaborative partnerships; maintaining and developing entrepreneurial and fundraising opportunities; staying abreast of industry trends; and creating and sustaining a positive work environment.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

### **RESPONSIBILITIES:**

- Works collaboratively with the Library Board and staff, other libraries, government agencies, and the general public to provide high quality library service
- Manages the library's personnel including determining need, hiring, training, scheduling, payroll, leading and evaluating staff directly or through their supervisor[s], and resolving problems
- Completes all accounting processes, leads the annual budget process, monitors the budget, prepares financial forecasts, pursues grant opportunities
- Oversees collection development, programming planning and implementation, public relations efforts, website development, facilities/grounds maintenance and repair
- Represents the library in the community, develops and maintains community partnerships that support the library's mission
- Performs related work as required and assigned for the efficient and effective operation of the library

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

- Thorough knowledge of modern library policies and procedures, best practices, and materials
- Thorough knowledge of administrative, managerial, and financial practices and their application to libraries
- Analytical and organizational skills, and the ability to anticipate future needs
- Ability to determine and interpret community interests/needs and translate them to library services
- Superior written and oral communications skills
- Ability to plan and implement an effective public relations effort
- Ability to recruit, train, monitor, motivate, lead, and evaluates the work of library staff
- Ability to work independently, manage time and resources to achieve results, and appropriately delegate tasks
- Ability to analyze issues, exercise good judgment to solve problems and make decisions
- Skilled at working cooperatively and collaboratively to achieve results
- Flexible, adaptable, and able to flourish in a changing environment
- Ability to secure and retain KDLA library certification

## **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- MLS or MLIS degree from an ALA-accredited program AND five (5) years of relevant experience which provides the required knowledge, skills and abilities
- Valid driver's license and satisfactory driving history; Personal transportation that can be used for business travel is required.

**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.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 50 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds)



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book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

*The job description is not a contract between the Library and the employee. The Henry County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.*