



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **LIBRARY SERVICES DIRECTOR**

### **General Statement of Duties**

Performs professional and supervisory work in planning, organizing, and managing the provision of Library services in the community.

### **Distinguishing Features of the Class**

An employee in this class plans, organizes, and manages the Library. Work includes establishing goals for program planning and budget preparation, managing personnel and capital facilities, acquisition, and collection development, and establishing administrative policies and procedures for Library operations in accordance with Town policies and State requirements. Work requires management of resources, physical facilities, and staff and requires marketing and public awareness to produce effectiveness. Work is performed under the general supervision of the Recreation/Library Services Director. Work is evaluated through conferences, analysis of program accomplishment and community service, and acceptance of the public.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Establishes goals and objectives for collection development, program services for various populations, and capital facilities.
- Researches and analyzes patron needs and develops marketing strategies in response to findings; promotes outreach programs for various populations and non-users.
- Establishes policies and procedures such as collection development procedures; studies, recommends, implements, and maintains technology systems for the Library.
- Manages personnel; establishes effective work processes and assigns staff as appropriate; recruits and recommends hiring; conducts performance evaluations; coaches, trains, motivates, and disciplines employees in accordance with Town policies and procedures.
- Prepares reviews and analyzes reports on circulation, requests for informational services, collections purging and development, programs offered, and other activities.
- Prepares annual operating budget proposal; prepares long range capital facilities plan; identifies, requests, and administers grants; controls expenditures and administers budget; prepares grant requests and administers awarded grants.
- Coordinates and oversees acquisition, needs identification, space needs and arrangement, and maintenance and repair of capital facilities.
- Supervises and participates in circulation, assists patrons with Library services, readers advisory, reference, cataloguing, acquisition and repair of Library resources.
- Oversees acquisition and allocation of information technology including public access and Library operations, hardware, software, operating systems, platforms, and peripherals; sets up computers, troubleshoots problems; runs updates.
- Communicates with county Library affiliates in order to effectively maintain county-wide service arrangements.

#### **Additional Job Duties:**

- Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities:

- Considerable knowledge of the principles, practices, and techniques of modern Library operations.
- Considerable knowledge of the various types of reference works, literature, technical Library publications, and audio-visual materials.
- Knowledge of the organization and functions of local governments.
- Knowledge of budgeting, planning, grant management and sources, personnel management and policies, and other administrative practices and techniques.
- Working knowledge of the Town's personnel, purchasing, and budgeting policies and procedures.
- Considerable knowledge of the application of information technology to Library systems and users.
- Some knowledge of capital facilities management, maintenance, and repair.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Ability to supervise and plan the work of subordinate staff.
- Ability to establish and maintain effective working relationships with Town and community officials, other departments, employees, and patrons.

### Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.
- Able to remove and replace materials from shelving at various heights.
- Able to carry bags or boxes of books weighing 30 pounds.

### Desirable Training and Experience:

Graduation from an accredited college or university with a Master's Degree in Library Science and considerable professional experience in Library work including supervisory experience; or an equivalent combination of education and experience.

The salary for this position is \$49,115-\$76,081. The hiring range is \$49,115-\$62,583, which is a Grade 18. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to [jeakes@selma-nc.com](mailto:jeakes@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.