

Southwest La Plata Library District  
Interim Director  
Job Description

Under the direction of the Southwest La Plata Library District Board of Trustees, the Interim Library Director will be responsible for

I. Library Personnel

The Interim Library Director will implement Board-approved employment policies and procedures and recommend any required changes. She/he will monitor and evaluate staff performance, recommending changes when necessary. In conjunction with the Branch Managers, the Interim Library Director will hire substitute library workers and approve new volunteers. She/he will maintain personnel files in a secure location. The Interim Library Director will oversee the branch managers, assisting them as they work with library substitutes and volunteers.

The Interim Library Director will demonstrate professionalism and will be attentive to current library trends and professional library standards. She/he will attend professional meetings to maintain contact with other professional and library-related agencies and make periodic reports to the Library Board. She/he will promote staff development and professionalism.

II. Library Operations

With the assistance of the Branch Managers, the Interim Library Director will oversee library programs, including circulation, reference, children's services, and adult services. She/he will provide systematic, objective evaluations of library programs and services, providing recommendations for improvement to employees and the Library Board when necessary. The Interim Library Director will assist the Branch Managers in maintaining a relevant collection of print and non-print materials. The Interim Library Director will work with the Branch Managers to maintain a welcoming, pleasant, safe environment at each branch, as well as a cooperative, courteous, and effective working relationship between staff, patrons, volunteers, community groups, and the general public. The Interim Library Director will also compile library statistics and prepare reports for the Board and State Library.

In conjunction with technology professionals, the Interim Library Director will ensure the proper operation of library technology, software, and databases, maintain the public internet and library website, assist patrons

with information research, facilitate the circulation of library materials, and ensure proper circulation of library materials and borrower's records. She/he will generate cataloging, system, and circulation reports according to the needs of the Library Board and staff.

### III. Community Outreach

The Interim Library Director will act as a liaison between the Library Board, library employees, Durango School District 9R, The Friends of the Southwest La Plata Library District, community groups, and the general public and will ensure the success of the library's partnerships and other relationships. The Interim Library Director, with the assistance of the Branch Managers, will promote and publicize the library's collections, services, and programs.

### IV. Library Finances

The Interim Library Director will research and prepare the annual library budget in consultation with the Board Treasurer. She/he will administer and monitor expenditure of library funds within budgetary guidelines, and will maintain the financial records, assisting the Board Treasurer in submitting timely reports to the Library Board, State of Colorado, Federal Government, and Auditors. The Interim Library Director will oversee purchases for the branch libraries by the Branch Managers. The Interim Library Director will also assess and select equipment and furniture for the library branches, with Board approval.

### V. Board Responsibilities

The Interim Library Director will collaborate and communicate regularly with the members of the board. She/he will provide professional expertise and guidance to the Board and will review policies and recommend revision as needed. The Interim Library Director will act as a liaison between the Library Board, the Library Branches, and the Friends of the Library. The Interim Library Director will assist the Board with the search for a Library Director, and will perform other duties as described by the Board.

### EDUCATION AND EXPERIENCE

Bachelor's Degree required; MLIS/MLS preferred. Five years library experience, demonstrating an increasing level of responsibility, and experience in library management and administration preferred. Experience in budgeting, public library finance, and applicable federal and state law preferred.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and strong desire to meet and serve the community needs
- Ability to work independently, organize and prioritize work, respond to varied and changing work demands and to make decisions as required
- Ability to establish and maintain positive working relationships
- Ability to foster and maintain positive public image for the library
- Ability to understand, develop, interpret and enact library policies, rules and procedures and to make policy recommendations to the library board
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Knowledge and skill in the use of computers, the internet, and library software systems
- A comprehensive knowledge of library techniques, practices, services and procedures as they apply to public library administration

## PHYSICAL ACTIVITIES

*Note: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to interact effectively with other individuals, (coworkers, public, children, etc.);
- Use and normal maintenance of office machines, (copier, computer, printer, fax, etc.);
- Handling of files weighing up to 10 pounds including floor to waist and overhead lifting;
- Ability to bend, stoop, stretch, reach, carry, grasp and turn objects;
- Ability to stand, sit and walk for up to 60 minutes at a time;
- Frequent use of phone handset and repetitive use of hand and fingers to operate office equipment, use computer keyboard and computer mouse and to perform other office tasks;
- Acceptable eyesight to read printed material and a computer monitor and to operate office equipment;
- Acceptable hearing to communicate with others in person or through telephonic means;
- Acceptable verbal and conversation skills to communicate effectively with others via the phone, at meetings and greeting and assisting visitors;
- Ability to withstand extensive VDT exposure.