

JOB DESCRIPTION
ARDMORE PUBLIC LIBRARY
LIBRARY DIRECTOR

August 15, 2022

The director must be capable of creating a vision for the library in an environment of limited resources, and possess the necessary skills to bring that vision into reality. The director must be immediate and long-range oriented toward planning, giving attention to details and decision making; have clear oral and written communications and social media skills, be comfortable with technology, have a working knowledge of library management systems, and be able to learn and teach patrons and staff. The director will serve under the supervision of the library board which answers to the Mayor and Board of Aldermen.

HOURS: A minimum of 40 hours per week. May include some evenings and weekends.

REQUIRED QUALIFICATIONS and EXPERIENCE:

A Bachelor's Degree or higher from a recognized institution of higher education.

A minimum of two years experience in an automated library environment.

Experience working with all age groups, planning and directing events.

Oral and written communication skills to include updating webpage, writing weekly articles for the local newspaper, promoting the library to the public at schools, civic clubs, Boys & Girls club, Seniors, etc.

A working knowledge of library systems and various computer programs.

Must be able to lift and carry 35 pounds.

Must possess a current driver's license.

At least two years supervisory experience.

PREFERRED QUALIFICATIONS and EXPERIENCE:

A Master of Library Science (MLS) from an American Library Association program or an equivalent masters in a related field.

RESPONSIBILITIES:

Form and maintain a positive/productive working relationship with patrons, employees, city/community leaders. and organizations.

Maintain accounts receivable and payable in correspondence with the city clerk and board treasurer which would include managing deposits and debit cards records.

Oversee daily operations, equipment and maintenance of the library inventory and facilities.

Perform administrative tasks including supervising employees, volunteers, and submitting weekly time sheets for employees.

Place material orders and oversee the processing and maintenance of

materials, purchase office supplies, equipment, etc. in accordance with budget and board approval.

A willingness to learn and to teach which includes monthly training to ensure employees continuing educational training.

Draft and recommend policies to the library board.

Prepare agendas and materials for board meetings.

Work closely with the Friends of the Library organization to promote the library to the community and maintain relationship with representatives of the Buffalo River Regional Library.

Prepare the yearly budget in cooperation with city clerk and board treasurer.

Seek grant funding opportunities.

Prepare data collection reports.

Apply all rules outlined in the Ardmore City employee handbook.

Administer policies approved by the board and in compliance with state and federal law.

Complete a minimum of 25 hours of continuing education each year. Complete city, state and federal certification programs.

Enroll in the Tennessee State Library and Archives Public Library Management Institute, attend conferences, workshops, and meetings in order to stay informed about library services.

Oversee scheduled use of library facilities by outside groups.

Implement goals and objectives for the library.

Perform other duties assigned and/or required.

BENEFITS: Includes 11 paid holidays as set by the Ardmore City policies, health insurance supplement (cafeteria plan), and matching retirement funds up to 5%.

SALARY RANGE: \$35,000 TO 45,000 to be determined by qualifications and experience. Salary increase possible after 90 day probation period.

TO APPLY: Applications will be accepted until the position is filled. Send a current resume including answers to the attached questionnaire, with names and contact information of at least three references to:

Search Committee
Library Director Position
c/o Ardmore Public Library
25836 Main Street
Ardmore, TN 38449
or

ardmorelibrarytn@gmail.com

APPLICANT QUESTIONNAIRE

August 15, 2022

ARDMORE PUBLIC LIBRARY, LIBRARY DIRECTOR

- 1. Tell us why you are interested in this position.**
- 2. What do you feel are your strengths?**
- 3. If you are selected, what would be your top 3 priorities?**
- 4. What are your goals for personal and professional growth?**
- 5. Tell us about your computer experience/skills.**
- 6. Tell us about your grant development experience.**
- 7. What is your vision for the library and how would you promote/implement your vision?**
- 8. What positive impacts do you think you can make on our community?**
- 9. What do you feel are your weaknesses:**
- 10. How would you handle the following situations:**
 - A disruptive patron —**
 - A complaint —**
 - A discontented employee —**
- 11. What questions do you have for the board to consider?**