

JOB NOTICE POSTING

The Mitchell County Public Library is taking applications for a Library Director position. Applications must be picked up from and returned to the County Judges' office room 200, on the second floor of the courthouse. No Facebook applications please.

When Job is Available As early as: **August 28th, 2023**

Job Title: **Mitchell County Library Director-Full Time**

Hiring Supervisor: **Library Advisory Board and Commissioners' Court**

Department: **Mitchell County Public Library**

Job Description for Job Functions, Physical Requirements, Working Conditions, and Minimum Qualifications as listed below.

Also see Mitchell County Personnel Policy Available from Hiring Supervisor for further details.

Request Job Application from the County Judges' office, or print from the Library website mitchellcountylibrary.org. Complete and Submit Application promptly back to the Judges office no later than the deadline listed below. Please include a Resume with your application.

Mitchell County Public Library
340 Oak Street, Colorado City

DEADLINE: **Until Position is filled**

Applications will be reviewed and you may be called for an interview.

This position is filled beginning with a rate of \$18.46 per hour.

Mitchell County is an Equal Opportunity Employer and does not discriminate based on race, sex, age, national origin, religion or disability.

JOB DESCRIPTION

Date Prepared or **Updated: July 18, 2023**

POSITION TITLE: **Library Director-Full Time**

DEPARTMENT: **Public Library**

REPORTS TO: **Library Advisory Board and Commissioners' Court**

HIRING SUPERVISOR: **Library Advisory Board and Commissioners' Court**

GENERAL PURPOSE OF POSITION:

- Supervises two full time employees
- Assists the public with any needs or requests
- Works and communicates with the Library Advisory Board, Friends of the Library, County Commissioners, County Auditor, County Treasurer, and other county officials
- reporting maintenance issues of the library building to proper maintenance personnel, county judge, and commissioners
- maintain and keep track of all library statistics
- submits monthly reports to the Library Advisory Board and County Commissioners
- operates within the library budget
- orders books, DVDs, and all other library materials and office supplies
- plans and conducts various programs including: weekly children's Story Time, children's Summer Reading Program and various adult programs
- promotes the library through social media and local media
- properly catalogs and prepares library materials for circulation
- checking in and out library materials
- making copies, answering the phone, aiding people on the computers
- shelving library materials
- weeding the library collection as needed
- covering and repairing library materials
- other duties as needed and assigned
- Grant Writing
- Able to obtain notary licensing

ESSENTIAL JOB FUNCTIONS:

Communication skills; excellent customer service skills; experience with computers and database programs, ability to learn new programs. Office programs experience; follow the Dewey Decimal System.

Employee must be able to react to change productively and handle other essential tasks as assigned. The job functions are intended to describe the duties of an employee in general terms and do not necessarily describe all of the specific duties.

ESSENTIAL PHYSICAL REQUIREMENTS:

This job requires frequent walking, sitting, talking, and hearing. The job also requires occasional reaching on high shelves, lifting of books and other library materials, climbing, balancing, stooping, kneeling, bending, and crouching. The job occasionally requires lifting and/or moving up to 50 pounds. The job also requires depth perception and the ability to adjust focus to both print and electronic text. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL WORKING CONDITIONS:

This job generally requires work in a air conditioned and heated facility. The worker may be exposed to cleaning supplies, pesticides, printing chemicals, and other substances that may be poisonous, flammable or defined as hazardous by the EPA. Employees will sometimes have to work alone

MINIMUM QUALIFICATIONS

High School Diploma or Bachelor's Degree; experience working with the public; experience with computers; supervisory experience strongly recommended.