



**Union County
Public Library**

250 SE 5th Avenue Lake Butler, FL 32054

Phone 386-496-3432

JOB DESCRIPTION

MARCH 2024

LIBRARY DIRECTOR

Major Function

The Library Director supervises all library staff, oversees all activities required for the efficient operation of the library, and maintains the upkeep of the library facility.

General Duties

- Maintains efficient operation of the library
- Oversees all library staff
- Prepare and maintain library budget
- Prepare and submit State Aid to Libraries Grant and other library funding
- Prepare and submit library payroll
- Order library materials and supplies
- Maintain all files and documents for library
- Understand and follows personnel policies and assist library staff with policy concerns
- Provide library reports and statistics to Union County Board of County Commissioners and other entities, as required
- Reports to Union County Board of County Commissioners

Minimum Qualifications

- Works full time, 40 hours per week, more as necessary
- Minimum of 5 years of experience in the library field or other closely related training
- Must pass pre-employment drug screening
- Ability to understand and give oral and written instructions
- Ability to deal with the public and staff in a tactful and courteous manner
- Ability to write reports, maintain financial reports, file reports as needed
- Advanced computer skills required
- Must display excellent communication and customer service skills
- Extensive knowledge of library procedures and operations
- Ability to supervise library staff in a professional manner

Special Requirements

- Must be able to work a nonstandard workweek and be on call 24 hours a day, 7 days a week (except in the event of illness or vacation)
- Must be at least 18 years old or older. College graduate with at least a 2-year degree, bachelor's degree or higher is preferred
- Must have a valid Florida driver's license

- Must be able to reach shelves seven feet above floor level and bend to reach shelves at floor level
- Must be able to lift boxes weighing up to fifty pounds

Other Useful Assets and Skills

- Advanced understanding and knowledge of literature
- Advanced understanding of computers and technology trends
- Experience working with the public
- Marketing and business experience
- Master's Degree in Library and Information Studies

**UNION COUNTY IS AN EQUAL OPPORTUNITY AND ADA EMPLOYER WHO
GIVES VETERAN'S PREFERENCE.**

This job description is not intended to be, and should not be construed as, an all-inclusive list of the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties as necessary. This job description does not constitute a written or implied contract of employment.