

PIEDMONT REGIONAL LIBRARY SYSTEM

POSITION TITLE:	REGIONAL LIBRARY DIRECTOR
JOB CATEGORY:	PROFESSIONAL LIBRARIAN, State of Georgia Certification
HOURS & PAY:	Full-Time, Exempt Status, State Pay + Local Supplement
SCHEDULE OF JOB:	Daytime work during the week with occasional evening meetings Specific schedule determined by demands of the job

JOB SUMMARY:

The Regional Library Director is responsible for the administrative leadership of the Piedmont Regional Library System in the provision of public library services to all citizens in the service area. In administering the system, the Director is guided by policies as determined by the Regional Library Board of Trustees and affiliated library boards; rules and regulations of the Georgia Public Library Service (GPLS), Board of Regents of the University System of Georgia; and federal, state, and/or local laws. The Regional Director attends all library board meetings and cooperates with library boards and staff in setting service levels and in determining goals and objectives for future development of the library system.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES THROUGHOUT THE REGIONAL SYSTEM:

- Coordinates and directs a balanced program of regional library services
- Oversees preparation & submits reports to GPLS, including Annual Report & Application for State Aid
- Prepares budgets and obtains board approval of budgets, cooperates with board members in requesting funding from supporting agencies, works with staff in accurate and appropriate expenditure of funds
- Attends all meetings of the system board of trustees and affiliated boards, cooperating with boards in determining goals and objectives, developing budgets, determining and upholding policies for services
- Attends all meetings called by Georgia Public Library Service or sends authorized substitute
- Maintains minutes of all board meetings at headquarters office, as required by Georgia law
- Works cooperatively with professional and support staff to recommend service levels and determine goals and objectives
- Employs, accepts resignations of, or terminates employees of the Piedmont Regional Library System
- Coordinates training and development opportunities for all staff
- Maintains effective relationships with funding agencies, civic and community groups, and general public
- Develops long-range plan to meet growth and changing circumstances of the library system
- Responsible for construction/renovation of library facilities and acts as the state's representative for disbursement of construction funds

QUALIFICATIONS:

- Graduate degree in library and information science from an ALA-accredited program.
- Eligibility for Grade 5(b) Librarian Professional Graduate Certificate (Georgia State Board definition).
- Minimum of five (5) years progressively responsible experience in public library administration.
- Extensive knowledge of principles, methods, and practices of Public Library Services and Administration.
- Knowledge of financial/fiscal principles, procedures, and budgeting in a public library system.
- Has or obtains valid Georgia driver's license; available to travel to local and out-of-town meetings.

TRAINING, SUPERVISION, AND EVALUATION:

The Regional Library Director is appointed by, responsible to, and evaluated by the Regional Library Board. The Director has the latitude and responsibility to exercise professional judgment in administering the library system and in hiring and supervising regional system staff. Training is both formal and informal, including workshops presented by the state library and apprenticeship with other professional librarians on staff. In all duties the Director is guided by policies formulated by the Piedmont Regional Library Board & affiliated library boards, rules and regulations of Georgia Public Library Service, and all federal, state, and local laws.