

BERKELEY COUNTY GOVERNMENT
JOB OPENING – EXTERNAL POSTING
LIBRARY DIRECTOR (PS101385)

DEPARTMENT: LIBRARY ADMINISTRATION

JOB SUMMARY/ESSENTIAL FUNCTIONS: This position performs a variety of highly complex and specialized tasks including the creation and implementation of a strategic plan (1yr, 5yr) for our various libraries as well as focusing on the day to day operations of the department. Provide visionary, innovation and inspiring leadership. Implements services, policies, and programs through team members and advises the Library Board on all relevant issues. Ensure administrative procedures necessary for the operational function of the department are completed. Create a culture of staff engagement and customer focused quality services. Serve as the Director for the Library Department which includes the supervision of multiple library branches including a mobile library in the Berkeley County Library System. Coordinate and supervise all phases of the library system including short and long range planning, preparation of annual budgets, and maintaining effective public relations. Responsible for obtaining various grants and sources of funding for the library. Assist in planning and implementing new building projects. Responsible for monitoring the selection of all library materials and handling censorship complaints. Keep abreast of all local, state and federal laws that affect the library system. Oversee the accounting of all funds received by the library and preparation of reports to account for those funds. Coordinate with educational system staff and community partners to plan, assess and evaluate library services in relation to community interests and needs and to advance literacy, educational programs and love of reading. Study and evaluate trends in services, programs and resources, assessing and implanting those that further the library's mission and benefit the community. Work closely with the County Supervisor on all major issues affecting the library system. Responsible for overseeing the library's computer systems and technology. Responsible for keeping the Berkeley County Library Board informed of the current state of the library system. Perform other duties as assigned.

QUALIFICATIONS:

Master's degree in Library and/or Information Science from an ALA accredited program and seven (7) years related library experience, including five (5) years supervisory experience required.

Must be eligible for certification by the South Carolina State Library.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Comprehensive knowledge of modern principles and practices of librarianship, especially planning and management of a multi-branch library system.

Must be able to work independently or in a team while maintaining effective working relationships with various internal and external customers.

Must have excellent communication, interpersonal and customer service skills and be able to exercise discretion, tact and professionalism when representing the library.

Personal computer experience including Microsoft Office applications, especially Word and Excel.

Must have experience with integrated library systems software, computer software applications and internet resources. Automated library systems software and Internet experience a must.

Departmental testing may be administered during interview.

Completed degree(s) not required but beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds and push or pull a fully loaded book cart. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

HOURS OF WORK:

This position is classified as exempt and reports directly to the Berkeley County Library Board. The normal work schedule is thirty-seven and one half (37.5) hours per week Monday through Friday 8:00 a.m. until 5:00 p.m. with the ability to work after hours when necessary. Must be able to attend evening County Council meetings and Library Board meetings. Must be able to work flexible hours including overtime and in emergency situations when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. Must be able to respond to any emergencies that arise. Travel outside of the County will be required including meetings, professional development, and visiting state legislators to advocate for the state library budget.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and all libraries to apply online.

Library Director – Grade: C44

Entry Level Bi-Weekly Pay Range: \$2640.97 – \$3037.11

Date of Posting: 09/12/2016

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.