

**JOB DESCRIPTION - Director/Librarian**  
**Columbia County Traveling Library (CCTL)**

**Position Description:** The Director/Librarian is responsible for planning, managing and implementing the provision of library services, primarily by means of a bookmobile, to residents of Columbia County.

**Minimum Qualifications:**

Education – Bachelors degree and provisional certification (12 library science credits, which can be obtained while employed).

Experience - A minimum 1 year experience as a Library Assistant in a public library.

Skills - Excellent interpersonal, communication, computer, and problem solving skills.

**Duties and Responsibilities:**

The Director/Librarian reports to and is responsible to the CCTL Board of Trustees.

- Plans and implements a program/schedule of bookmobile services to communities without public libraries and/or distant from the nearest library; services to preschools and daycare centers, senior citizen facilities, public and private schools.
- Manages the library headquarters, the bookmobile, and library/bookmobile staff.
- Trains and supervises part-time employees, schedules work hours and reports payroll hours to accounting firm.
- Keeps circulation statistics, membership rolls, and collection records.
- Assists in the development of the annual budget and monitors budget by payment of bills, balancing the checkbook and tracking various bank accounts.
- Furnishes financial information and meets with county and outside auditors.
- Supervises weeding of the book collection.
- Furnishes information and works closely with the Board of Trustees, County Commissioners and Friends of CCTL. Participates in monthly Board meetings and special committees.
- Prepares monthly and annual written reports as required by the Board. Prepares, compiles and submits reports to the district and state in compliance with state standards.
- Selects and orders library books and materials including maintaining the McNaughton collection, according to established collection development policy and procedures and within budget parameters. Catalogs and supervises processing of new books and materials – enters information into the automated system.
- Writes grant proposals to improve services as opportunities arise.

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- Provides general references, requests for material, readers' advisor and interlibrary loan service as needed by the public. Works the circulation desk in the library and on the bookmobile.
- Maintains relationships with the North Central Library District consultant and the State Library.
- Attends local, district, and selected state meetings and continuing education/professional development opportunities as available.
- Helps publicize library programs, writes news releases and deals with the media.
- Handles all correspondence and acknowledgment of gifts.
- Plans and implements summer reading events and other special programs.
- Operates computers for basic word processing and spread sheet functions; also on-line information searches, internet access and electronic ordering.
- Administers and maintains computers for public use.
- Writes and maintains the CCTL web site.
- Monitors and coordinates the mechanical status of the bookmobile.
- Serves as the E-rate telecommunications coordinator.
- Drives the bookmobile (optional) – commercial license not required.

### **Special Requirements:**

Valid PA state driver's license or ability to obtain one.

### **Tools and Equipment Used:**

Library computer system; calculator; copy and fax machines; telephone.

### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb, balance, stoop, kneel, crouch, or crawl. The employee must be able to tolerate all types of dust. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work environment includes typical library/office environment plus bookmobile environment that involves varied weather conditions, close quarters, noise, and temperature variations.

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**Selection Guidelines:**

The CCTL is an equal opportunity employer.

Act 34, Act 151 and FBI clearances required.

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.