**Responsibilities and Duties include: DRAFT**

* Interacts with customers and staff in a courteous and professional manner and attempts to defuse and/or resolve potentially volatile and sensitive situations to ensure quality customer service and effectively deals with all patron complaints and disturbances
* Director provides a leadership role in planning, organizing and managing the Roosevelt County Library System
* Researches, drafts and recommends making plans and policies to develop and promote the services of the Library to meet more effectively present and future community needs
* Enforces Library rules and policies
* Oversees maintenance of Main and Branches local networks and keeping hardware and software in good working order while keeping pace with new technology and replacing equipment in a timely matter
* Monitors and approves appropriations and expenditures
* Keeps Library’s bookkeeping current and checked against the Monthly Statement of Accounts
* Keeps staff and Branch Librarians apprised of essential information, changes, updates, etc. that will affect their work/Library
* Weeding and discarding items in collection on a regular basis
* Maintains and prepares records, reports, circulation counts, etc. to complete Annual Statistical Report
* Ordering of books, supplies, computer parts, etc.
* Schedules and prepares agenda for Library Board meetings; posts/ publishes required notices
* Keeps Library Board apprised of current happenings, project(s) progression, library needs and outcomes
* Monitors physical interior and exterior parts of the Main’s Library building for potential maintenance issues
* Conducts regular staff meetings for staff at the Main Library
* Keeps in regular contact via phone/email etc. with Branch Librarians
* Maintains a healthy working relationship with our affiliate Library, the James E. Shanley Tribal Library
* Interviews, recruits, supervises, evaluates, terminates and makes recommendations concerning Library staff
* Maintains a neat, clean, functional and inviting Library
* Helps develop, design and implement Library marketing promotions
* Participates in continuing education programs related to Library services and keeps their Montana Library Certification current.
* Prepares the preliminary annual budget and monitors its implementation
* Prepares, records and submits claims; handles/oversees monetary matters for fines, donations, etc.
* Designing, preparing and executing various special events/programs or delegating the

work and overseeing projects

* Work may require field work outside of Library in other group or community settings
* Requires reading reviews and recommendations to guide in ordering books, etc.
* Develops and keeps current staff job descriptions