

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.*

<b>Job Title:</b>	Head Librarian	<b>Job Code:</b>	06220
<b>Department:</b>	Library	<b>Pay Grade:</b>	36
<b>Reports to:</b>	Library Director	<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

**Department Overview:** A department of Flathead County, Flathead County Library is a countywide Library system with locations in Kalispell, Columbia Falls, Bigfork. Flathead County Library is a participatory library that designs hands-on learning experiences for people of all ages. With a focus on literacy, outreach and community connection, Flathead County Library delivers many services outside of the library buildings.

**Job Summary:** This position assists in managing and coordinating the operation of the Flathead County Library System. The Head Librarian works closely with the Director on developing and implementing long-range, system-wide policies, plans, and goals, and other administrative projects.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assists the Library Director in system wide management of library operations.
- Collects detailed statistics and creates statistical reports as directed.
- Acts in good faith as the Library Director in the director's absence; represents the library at various meetings as directed; serves on various work committees.
- Compiles and prepares reports on library operations as assigned.
- Oversees Library Branches and Department operations with guidance from the Library Director.
- Works with the Library Director to maintain harmony among workers and resolves grievances; adjusts errors and responds to staff complaints.
- Works with local, state, and regional networks, agencies, and groups as time and workload allows.
- Coordinates with the Library Director on the development and implementation of the library strategic plan.
- Member of the Library Leadership Team and assists the Library Director in leading leadership meetings.
- Works closely with the Director on developing and implementing long-range, system-wide policies, plans, and goals.

- Coordinates with Library Director to manage and maintain Library Facilities.
- Participates in staff and manager development by recommending training opportunities to the Library Director.
- In cooperation with the Library Director, interviews and selects candidates for library positions; trains, schedules and motivates assigned staff.
- Models and promotes the library mission and core values.
- Communicates constantly and effectively with the Library Director.
- Presents to the library board, county commission, and in the community as directed.
- Selects and manages specific collections system-wide.
- Develops community relationships by attending association meetings and community events in coordination with the Library Director.
- Supervises staff as assigned by Library Director.
- Works with the Library Director to plan, implement all staff meetings and training days.
- Works with the Library Director and Library Board to plan and implement the Library annual budget.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/ or move up to 40 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 occurs in a normal library environment.
- May involve occasional travel by auto to attend meetings with community partners.

**Supervision Exercised:** This position manages supervisory, professional, technical, and other library positions as assigned under the guidance of the Library Director.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of the principles and practices of the library field including information storage conventions; computerized reference databases; interviewing techniques; information retrieval methods and policies; reference searches; collection development and maintenance; program development and administration; and training. The job requires knowledge of budget administration, employment law, program requirements, and personnel management practices and techniques.

The job requires skill in motivating staff, the operation of general office equipment, public relations, accurately preparing documents and plans as directed, organizing and prioritizing work, the use of library equipment including computers, printers, copier(s), microfilm reader(s), scanners, TVs and DVD(s), projectors, and any other equipment that may be purchased by the library.

The job requires the ability to plan, organize, coordinate, and implement a comprehensive library system; coordinate, analyze, and utilize a variety of reports and records; communicate effectively, verbally and in writing; and to establish and maintain effective working relationships with employees, the public, and the Board of Trustees.

**Education and Experience:**

Master of Library Science degree and four years of progressively responsible, professional library experience including supervision of paid staff and project management, or any combination of education, experience and training which indicates possession of the knowledge, skills and abilities listed above. Must have a valid driver's license to travel to branches.