



Employment Opportunity

LIBRARY DIRECTOR

Job Description

JOB TITLE:	Library Director
FLSA STATUS:	Non-Exempt
WAGES:	\$12.00-\$20.00 Depending on experience
REPORTS TO:	Library Board of Trustees
LOCATION:	Kellogg Public Library

POSITION SUMMARY:

This position is part-time, 29.5 hours per week with PERSI (retirement) benefits. Typical duties include preparing and overseeing the budget, fundraising, developing service policies, strategic planning, public and governmental relations, reporting to the library board of trustees, ensuring compliance with Idaho Library laws. Managing library staff.

EDUCATION:

4 year degree preferred, not required
High School diploma or equivalent required

BACKGROUND EXPERIENCE:

Managerial and administrative experience is required. Leadership skills required.

ESSENTIAL FUNCTIONS:

Administrative and Leadership:

- Oversees library operations: The director is the executive and administrative officer of the library, responsible for the overall operation and efficiency of the library and its services.
- Implements policies: They implement the policies set by the Board of Trustees.
- Advises the Board: The director serves as a technical advisor to the Board of Trustees, suggesting policies and providing necessary data for decision-making.
- Supervises staff: They supervise all library staff including hiring training and evaluating personnel.

- Develops and administers the budget: The director prepares and administers the library's budget, ensuring efficient financial operation within budget limitations.
- Manages the physical building: The director is responsible for the care and maintenance of library property, including buildings and equipment.
- Prepares reports: They prepare various reports for the Board of Trustees and governing authorities as required.

Community Relations and Advocacy:

- Promotes the library: The director oversees public relations efforts to promote awareness of library operations, services, and programs within the community.
- Represents the City of Kellogg and Kellogg Public Library at various functions and works with community groups and officials.
- Advocates for library funding: The director works to secure adequate funding for library services.

Collection Development and Service Delivery:

- Acquires library materials: They are responsible for acquiring library materials, equipment, and supplies.
- Oversees library services: They oversee the standards of public service to patrons and manage the day-to-day operation of the library.
- Develops and implements programs: The director may develop and implement new initiatives to further the library's mission and goals.
- Handles technology infrastructure: They may be responsible for establishing and overseeing the library's technology infrastructure.

Additional responsibilities:

- Attends Board meetings: The director attends all Board meetings to inform them of library business and provides professional expertise and guidance.
- Maintains knowledge of professional developments: They stay informed of new developments in the library profession and participate in continuing education activities.
- Works with the Friends of the Library: The director may work closely with the Friends of the Kellogg Library to support and advise their activities.
- Oversees library volunteers: They may administer the volunteer program, including recruitment, training, and scheduling.

WORKING CONDITIONS:

Spends the majority of time working indoors, with the exception of community outreach events and summer programs. Job requires travel.

PHYSICAL EFFORTS:

While performing suits of this job the employee is frequently lifting/carrying between 10-50lbs. The employee is frequently pulling/pushing between 10-50 lbs. Employees will stand for long periods, sit, walk, reach, grasp. Position requires hand/finger dexterity.

TASKS:

This position requires the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity. Tasks require the ability to operate, maneuver,

and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Other duties assigned by the Library Board of Trustees.

Per Idaho Code, Title 65, Chapter 5, Employer will afford a preference to employments of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be referred.

Board Approved: 6/10/2025

For additional information please contact the Library Director at librarydirector@kellogg.id.gov

You may apply in person or online at kellogg.id.gov , please email completed applications to librarydirector@kellogg.id.gov , physical applications can be returned to City Hall at 1007 McKinley Ave, Kellogg.