

Jeff Davis County, Texas Library Director Job Description:

Supervise and manage the Jeff Davis County library. Provide services and resources that allows patrons to develop skills in locating, evaluating, synthesizing and using information to solve problems. To provide the atmosphere for developing an avocation of reading for pleasure and information.

Special Knowledge/Skills:

- Strong organization, communication and interpersonal skills
- Strong computer knowledge
- Willingness to attend workshops to enhance and develop library skills
- Willingness to work with young children in programming

Major Responsibilities:

1. Effectively aid in the plan to develop the library to meet the needs of the community.
2. Present to the patrons and visitors a positive role model that supports the library mission statement.
3. Maintains a positive and effective relationship with Jeff Davis County Commissioners Court, Friends of the Jeff Davis County Library, the Food Pantry of Jeff Davis County, and the Mobile Comunidad project.
4. Provide instruction, as needed, in the location of resources and use of research techniques.
5. Consult and plan with patrons for scheduling of library use. Be responsible for scheduling of computers and other electronics that are part of the library.
6. Inform patrons of the materials that are provided and the opportunities to use.
7. Maintain statistics on patrons using library.
8. Maintain statistics on use for electronics.
9. Coordinate the development and maintenance of a resource file.
10. Effectively communicates with colleagues, patrons, volunteers and visitors.
11. Develops and coordinates a continuing evaluation of the library program and implements changes on the findings.
12. Creates an environment that is conducive to learning and appropriate to maturity, interest and needs of patrons.
13. Interacts with patrons to promote proper attitudes toward the library.
14. Takes the initiative to develop needed professional skills appropriate to the job assignment.
15. Maintain the library's accreditation with the Texas State Library and Archives Commission.