

## **POSITION DESCRIPTION – Director of System Services**

Regional position descriptions are specific to the System Services Office. Each affiliated library board should adopt its own library-specific job descriptions for the facilities under its direct control. All affiliate library job descriptions and revisions shall be filed with the System Services Office.

The Director's position is a matter of board policy. Information on all other regional positions may be obtained from the Director. Regional position descriptions are not intended as a complete list of all responsibilities, skills, or working conditions associated with the various positions, and are subject to review and change at any time by the System Services Director in accordance with the needs of NEGRLS. All regional positions report to the Director.

Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of a position.

## Director

The *Official Code of Georgia 20-5-45* outlines the basic duties and responsibilities of the Director. The Director must have a Grade 5(b) Librarian's Professional Graduate Certificate as defined by the State Board for Certification of Librarians; the Director shall have responsibilities which include, but are not limited to, the following:

- To employ or terminate other staff members, as necessary, in compliance with applicable laws and the availability of funds, and to employ or terminate other staff members as authorized by the library board;
- To attend all meetings called by Georgia Public Library Service or send a substitute authorized by the GPLS Director;
- To oversee the preparation of any local, state, or federal annual budgets;
- To notify the board of trustees and Georgia Public Library Service of any failure to comply with:
  - A. Policies of the board;
  - B. Criteria for State Aid;
  - C. State and federal rules and regulations and;
  - D. All applicable local, state or federal laws;
- To administer the total library program, including affiliated libraries, in accordance with policies adopted by the NEGRLS Board of Trustees; and
- To attend all NEGRLS Board meetings or to designate a person to attend in his/her place.

## Duties

- To administer operations and activities of the library system;
- To plan, organize, and direct the library system's overall program;
- To direct compilation of budget data for reporting purposes;
- To perform liaison duties as necessary with other libraries, community groups, and state, county and municipal officials;
- To plan, organize, and administer programs and procedures governing library services;
- To oversee the planning and organization of new activities;
- To supervise certified and non-certified employees;
- To develop special training activities within budgetary restraints as necessary;
- To prepare the NEGRLS operating budget subject to approval by the Regional Board;
- To conduct staff conferences and meetings as necessary;
- To select employees for the System Services Office;
- To participate in selection of employees for affiliated libraries as requested by county boards;
- To represent NEGRLS at conferences and meetings with municipal, county, state and federal officials as necessary;

- To stay abreast of library trends; and
- To formulate long range objectives.

Work is performed independently with responsibility for making final determinations in accordance with established general policies and is reviewed by the Regional Board of Trustees through reports, conferences and an annual evaluation.

### **Necessary Knowledge, skills, and abilities**

- Knowledge of the principles, methods, and practices of modern library administration;
- Extensive knowledge of community needs and interests in relation to library services;
- Knowledge of the general subject matter of a variety of areas of library materials;
- Ability to analyze professional and administrative problems and make recommendations;
- Ability to direct the work of professional and nonprofessional library personnel;
- Ability to establish and maintain effective working relationships with community leaders, public officials, professional groups, and the public; and
- Ability to analyze library needs and evaluate library services.

### **Training and Experience**

- Possession of a Master's Degree from a library school accredited by the American Library Association or in accordance with Georgia law;
- Five or more years of increasingly responsible experience as a professional librarian, at least two of which are in a responsible administrative capacity.