

**NESS CITY PUBLIC LIBRARY
JOB DESCRIPTION FOR LIBRARY DIRECTOR**

JOB TITLE: LIBRARY DIRECTOR

REPORTS TO: LIBRARY BOARD OF TRUSTEES

QUALIFICATIONS: Individual must be a High School graduate. Two years of experience in the Library field and computer, clerical and accounting experience preferred. Person must have the ability to work well with adults as well as children.

DUTIES AND RESPONSIBILITIES:

1. A newly hired library director will complete a state and/or system approved program of training (APPLE) after appointment; unless they have an MLS or KPLACE certification.
2. Act as a technical advisor to the Board.
3. Recommends needed policies or policy changes for Board action.
4. Carries out the policies and procedures as adopted by the Board.
5. Prepares agendas for board meetings in consultation with the Board Chair and attends all board meetings.
6. Presents library activity reports (Director's reports) and gives a current report of expenditures against the budget at each board meeting.
7. Assists the Board in the preparation of the annual budget.
8. Supervises and evaluates library personnel.
9. Is responsible for overseeing the care and maintenance of building and equipment.
10. Is responsible for the selection and purchase of books and other library materials, supplies, furnishing, and equipment. Board approval required on item over \$1,000.
11. Manages and participates in the day-to-day activities of the library including but not limited to assisting patrons, checking books in and materials in and out, shelving materials, operating computers and office equipment. Know the workings of and be able to perform Interlibrary Loan, Cataloging and weeding procedures.
12. Is knowledgeable about local and state laws relating to libraries. Keeps the board members aware of library related legislation. Actively supports library legislation in the local, state and federal governments.
13. Represents Ness City Public Library and Ness County (if county representative) by attending Southwest Library Systems meetings; implementing the services provided by the System and the Kansas State Library.

Job Description for Director cont.

13. Maintains awareness of current library trends by participating in professional organizations and attending continuing education activities provided by the Southwest Kansas Library System or other state-wide libraries.
14. Maintains an active public relations program by using the local newspaper, library web page, and social media such as Twitter & Face Book, posters etc.
15. Reports regularly to the library board, to the officials of the local government and makes presentations to the general public.
16. Serve as a member of the Ness City Public Library Foundation. Assume responsibilities of the NCPLF treasurer; keep all financial records, make deposits and pay bills, file the annual reports and all tax reports (990N and any others required by law). Keep records of minutes and financial reports for the Ness City Public Library Foundation

PHYSICAL REQUIREMENTS:

The physical demands to perform this job are the ability to talk and hear, use hands and fingers to handle, feel or operate objects or controls. Sit, stoop, kneel, crouch, and lift up to 40 pounds. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to focus.

Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE _____ SIGNATURE _____

Do Not Write Below This Line

DATE _____ INTERVIEWED BY _____

Remarks

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER _____ DEPARTMENT HEAD _____ GENERAL MANAGER _____

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