Chillicothe & Ross County Public Library

**Access Director**

Supervisor: Executive Director
Position: FLSA Exempt
Pay Band: F

**Position Summary**

The Access Director oversees the activities of the departments and staff that provide support or prepare library materials for public use, including:

- Circulation & Consortium Coordinator
- Information Technology Department
- Outreach Department
- Cataloging Department

The Access Director works closely with the Enrichment Director and advises the Executive Director on the activities and needs of the staff and departments within the Access circle.

**Essential Duties & Responsibilities**

- Plan, coordinate, supervise, and evaluate the activities of locations and departments as assigned by the Executive Director that relate to the access of library materials, including acquisitions of digital and print materials, cataloging, and technology.
- Hire, supervise, and train managers and staff of assigned departments.
- Assume leadership of the library system in the absence of the Executive Director, as assigned.
- Responsible for the overall delivery and evaluation of digital services across the library's apps, databases, staff intranet and related documents, software applications, and other third-party tools.
- Collaborate with the Communications & Marketing Manager to ensure cohesion between library apps and the website.
- Serve as the library's primary liaison with vendors and agencies providing digital services and circulating materials to the library.
- Responsible for the security of the library's network, data, backups, and information systems and its compliance with all legal requirements, including planning, implementing and managing security policies, firewalls, email, internet filtering, file sharing, and antivirus systems.
- Formulate goals, objectives, policies, and procedures for the library system as assigned.
- Lead assigned management team to accomplish the objectives of the library, convening and participating on staff committees as needed.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings as needed.
- Oversee daily Access operations to maintain consistency of processes system wide.
- Monitor and anticipates collection development needs and oversees collection development at all locations.
- Work with Access departments to develop annual spending plans and budgets.
- Gather and report library statistics.
- Develop and coordinate technology training for the public and staff.
- Participate in professional organizations and workshops, and keeps informed of current trends and new techniques.
- Work in public service areas as assigned: including answering reference and information questions, checking materials in and out, answering the telephone, issuing borrower's cards, processing materials and reports, shelving, shelf reading, etc.
- Assist patrons in the use of technology available in the library, including basic trouble shooting of microfilm, photocopier, and computer problems.

- Actively participates in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as assigned.

**Qualifications**

- Master's degree in library science.
- Five years of progressive professional and supervisory library experience.
- Ability to communicate effectively.
- Demonstrated ability to plan work, train and supervise others.
- Demonstrated knowledge of a variety of library materials, including books, media, and technology.
- Familiarity with specialized bibliographic and reference tools, both online and print.
- Valid driver's license and maintain safe driving record.

**Supervisory/Management Responsibilities**

Hire, train, supervise, and evaluate assigned staff within each department of responsibility.

**Interaction**

Frequent interaction with library employees, patrons, agencies, and vendors.

**Computer/Technology Skills/Equipment/Software Skills**

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, Content Management Systems, Google Suite, and other library-related software applications.

**Travel Requirements**

Travel by automobile is required for position management responsibilities and training.

Frequency of travel: Occasional

**Physical Demands**

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

The nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment.

**Work Environment**

The majority of the work is performed in a general office/library setting.

Telecommute Potential: 20%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

**Disclaimer**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.