Chillicothe & Ross County Public Library

Enrichment Director

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

Position Summary

The Enrichment Director oversees the activities of the departments and staff that provide direct service to patrons, including:

- All Locations
- Adult Services
- Youth Services
- Enrichment Services

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

Essential Duties & Responsibilities

- Plan, coordinate, supervise, and evaluate daily operations and delivery of services to the public at locations and departments as assigned by the Executive Director, including scheduling staff and coordinating building logistics.
- Hire, supervise, and train assistants and staff of assigned departments.
- Assume leadership of the library system in the absence of the Executive Director, as assigned.
- Manage specialized genealogy and local history research service.
- 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.
- Oversee daily operations and coordinate Enrichment departments to maintain consistency of processes system-wide.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings as needed.
- Responsible for collection maintenance and coordinates collection development activities among locations.
- Work with Enrichment departments to develop annual spending plans and budgets.
- Participate in professional organizations and workshops, and keeps informed of current trends and new techniques.
- Participate in and assists with library programs.
- Maintain necessary library statistics.
- Instruct patrons in the use of basic reference tools, both print and electronic.
- Work in public service areas as assigned: including answering reference and information question; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
- Assist patrons in the use of technology available in the library, including basic troubleshooting 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 progressively responsible professional and supervisory library experience.
- Ability to communicate effectively.
- Demonstrated ability to plan work and 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, WordPress content management, Google Drive, and other library-related software applications.

Travel Requirements

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

Frequency of travel: Frequent

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.

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

Majority of the work 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.