



Jefferson County, Florida

Position Description

Position Title: Library Director

Department: Library Services

FLSA Status: Exempt

Employment Status: Full-Time

Pay: \$65,000-\$80,000 annually

Key Responsibilities

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Thorough knowledge of professional public library principles, practices, services, and emerging trends. Knowledge of library administration, collection development, budgeting, grant management, personnel supervision, public programming, technology, and community outreach. Working knowledge of local government processes, public records requirements, purchasing procedures, and Florida public library funding and reporting requirements.

Abilities: Ability to plan, organize, direct, and evaluate all operations of a small public library. Ability to prepare and administer budgets, seek and manage grants, supervise staff, establish priorities, and make sound independent decisions. Ability to communicate clearly with County leadership, staff, community partners, patrons, and the public; build collaborative relationships; and respond professionally to challenging situations.

Skills: Strong leadership, communication, customer service, organizational, financial, and project-management skills. Proficiency with library technology, integrated library systems, digital resources, standard office software, social media, and other technologies used to deliver modern public library services.

ESSENTIAL JOB FUNCTIONS:

1. Plans, directs, and evaluates all operations of the R.J. Bailer Public Library, ensuring responsive, welcoming, and effective public service.
2. Supervises, trains, schedules, supports, and evaluates library staff and volunteers; participates in recruitment, hiring, discipline, and other personnel functions in accordance with County policies.
3. Develops, administers, and monitors the library's annual operating budget; oversees purchasing and financial records and ensures expenditures comply with County policies and procedures.
4. Identifies, prepares, administers, and reports on grants and other funding opportunities, including State Aid to Libraries and local, state, federal, and private funding sources.
5. Oversees collection development and access to physical and digital resources, including acquisitions, cataloging, weeding, inventory, and evaluation of library materials and services.



6. Oversees the library facility, furnishings, technology, equipment, meeting spaces, and grounds; coordinates maintenance, safety, accessibility, and improvement needs with County departments and vendors.
7. Develops and evaluates programs and services for children, teens, adults, seniors, and families, including literacy initiatives, educational programs, summer reading, community events, and outreach.
8. Builds and maintains partnerships with schools, nonprofit organizations, government agencies, community groups, local businesses, the Friends of the Library, and other organizations to expand library services and community impact.
9. Serves as the library's primary liaison to the Board of County Commissioners and County administration; provides required statistics, reports, budget information, recommendations, and presentations and represents the library at meetings as needed.
10. Develops, reviews, recommends, and implements library policies and procedures consistent with professional standards, County requirements, applicable law, and community needs.
11. Promotes the library and its services through public speaking, community engagement, social media, traditional media, print materials, and other communication channels.
12. Provides direct public service and resolves patron concerns as needed; supports the library's role as a community resource during emergencies and disasters.
13. Maintains awareness of professional trends, participates in continuing education, and represents Jefferson County in appropriate library, governmental, and community organizations.
14. Performs other related work as required.

ESSENTIAL PHYSICAL SKILLS: Good vision and hearing with or without correction. Ability to communicate effectively in person, by telephone, and electronically. Use of hands and fingers with dexterity for computers, office equipment, books, and library materials. Regular sitting, standing, and walking; occasional bending, reaching, and lifting or moving library materials and supplies.

ENVIRONMENTAL CONDITION REQUIREMENTS: Most duties are performed inside the library in an office and public-service environment. Work may also include outdoor programs, outreach events, community meetings, and visits to County facilities or partner locations. Some evening or weekend work may be required for meetings, programs, special events, or emergency response.

Qualifications

EDUCATION

Master's degree in Library and Information Science (MLIS), Library Science, or equivalent from an American Library Association-accredited institution.

EXPERIENCE

Minimum of two years of management or supervisory experience in a library or education setting. Experience in a small or rural public library, grant writing and administration, budgeting, community partnerships, and local government is highly desirable.



LICENSE CERTIFICATION OR REGISTRATION:

Valid Florida driver's license with a clean driving record and the ability to drive.

ADDITIONAL QUALIFICATIONS:

The successful candidate should demonstrate creativity, curiosity, sound judgment, strong written and verbal communication, a collaborative leadership style, and a genuine commitment to public service, lifelong learning, intellectual freedom, and meaningful community connection.

Benefits

Jefferson County offers a generous benefits package, including fully County-funded health insurance for employees and County-assisted contributions for spouse and dependent coverage. This position also includes participation in the Florida Retirement System (FRS).