



JOB DESCRIPTION

JOB TITLE: Regional Director

REPORTS TO: Regional Board

DATE: 05/06/2023

SUMMARY OF JOB PURPOSE:

The Director is responsible for the administration of the Southeast Arkansas Regional Library system. The Director reports to the Southeast Arkansas Regional Library Board. The Director supervises, directly or indirectly, all staff members. The director represents and promotes the library in both the public and professional communities while providing a leadership role in education concerning the library's services, funding circumstances, and fund-raising needs, and provides leadership and direct supervision of the operations of library staff.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- To work with the Library Board to accomplish the goals and objectives of the Regional Library.
- To serve as a representative of the Library to the community, local, state, and national.
- To participate in professional societies, associations, and activities at all levels and to encourage staff participation.
- To employ effective management control techniques in the Library's operation.
- To direct the administration of the Library's fiscal resources.
- To direct the administration of the Library in-service training program, and to provide for the continuous upgrading of Library personnel through the encouragement of continuing education.
- To direct the administration of personnel regulations and the review of staff performance and to make appointments, promotions, and dismissals.
- To analyze on a continual basis relevant influencing factors, such as the legal, physical and statistical aspects and their effect on the Library's operation.
- To develop policies to meet the immediate and long-range goals of the Library and the community.
- To investigate new trends in library programs, techniques, materials and equipment for improvement of the Library's operational function.
- To develop services and provide materials to meet the immediate and long-range goals of the Library and the community.
- To market the Library and its services to the community.

Required Knowledge, Abilities and Skills

- Exhibit flexibility and a wiliness to work in a dynamic, busy, and changing environment.
- Work a flexible schedule that includes day, night, and weekend hours.
- Engage community partners, customers and staff in the promotion of library programs.
- Communicate effectively in both oral and written form and have excellent public speaking abilities.