

**Franklin Ferguson
Memorial
Library/Cripple Creek-
Victor School District
Combined Public/School
Library
Job Description
(Revised September 2025)**

Position Title: Library Director

Position Type: Full-Time

Reports to: President of Southern Teller County Public Library Board of Directors/Superintendent of Schools

Supervises: Library Staff, Volunteers

Position Overview:

The Library Director is responsible for the general operation of the library and maintaining a positive relationship with the community, library patrons, and the library Board of Directors while also serving as the direct supervisor of library staff and volunteers. The Director ensures proper maintenance of the physical plant and all library equipment, and develops and promotes programs for all ages. The Director is expected to attend meetings of the Library Board and present regular reports of important library activities, current progress and future needs while cooperating with the Board to plan and carry out library initiatives.

Responsibilities:

1. Utilize computerized library management system to order, classify and catalog all library materials (books, CDs, and DVDs) to ensure library collection remains current.
2. Ensure proper check in/check out of all library materials and re-shelving in a timely manner.
3. Identify and track overdue materials, notify patrons and request timely return and/or replacement cost of item.
4. Monitor all library communication channels (email, phone, website) and ensure patron requests and other inquiries are responded to professionally and in a timely manner.
5. Manage interlibrary loan materials according to Southern Teller County Public Library policy.
6. Record and analyze circulation trends and visitation to make recommendations to the Library Board for adjustment to library collection, programs, or policy as appropriate.
7. Prepare and forward all required reports to the Library Board and others as necessary, including the annual reports to the State of Colorado, Library Research Services.
8. Monitor available grant opportunities and bring any relevant grants or applications to the attention of the Library Board, complete and submit applicable grant applications and monitor progress.
9. Assist with preparation of the annual budget.
10. Develop and administer programs for children and adults (e.g. children's story hour, summer reading program, etc.)

11. Communicate with library staff regularly and ensure staff held accountable and given feedback for completing assigned responsibilities.
12. Maintain a neat and attractive library, including an organized and well-functioning main desk, and inform Board of maintenance needs.
13. Maintain a professional atmosphere, including appropriate demeanor and dress for self and staff.
14. Assist patrons with computer use, and monitor patron computer sessions to ensure adherence to computer use policies.
15. Attend professional meetings and workshops.
16. Maintain competency in computer use to the degree necessary to perform established Library functions including familiarity with Microsoft Office, publishing software, and library management software.

Qualifications:

1. Bachelor's or Master's degree preferred, or equivalent combination of education and experience.
2. Experience working or volunteering in a library preferred.
3. Demonstrated experience of administrative and leadership skills including, but not limited to, supervision, program planning and execution, community engagement, public relations, fiscal management and reporting.
4. Ability to lift and carry books up to ten pounds, to bend, crouch and reach to return books to shelves, and to sit or stand for extended periods of time.
5. Possession of visual acuity, hearing and verbal communication skills commensurate with Library duties.

Hours Per Week: Full-time, negotiable, 40 hours or less per week.

Salary & Benefits: Salary commensurate with experience, range from \$55,000 - \$65,000, health benefits plus \$3,000 signing bonus if successful applicant signs two-year contract with school district

Contact: Please direct all questions about position vacancy to: librarydir@gmail.com. or call 719-689-2800

How to Apply: Visit Cripple Creek-Victor School District website(ccvschools.com). Search under headings for "Employment Opportunities" to and locate library director employment application.

Application Deadline: July 15 or until position filled.