



CITY OF TROY, AL
INTERNAL/EXTERNAL



CLASSIFICATION TITLE: Library Director

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 12/11/2025

CLOSING DATE: 12/31/2025

PAY RATE: Based on Experience

SUMMARY DESCRIPTION:

Under the direction of the mayor and in consultation with the library board of directors, the Library Director is responsible for the planning, organization, supervision, development and administration of all library services, personnel, operations, and programs. The Library Director is responsible for developing the long-term vision and strategic planning for the organization, library standard operating procedures (sop), development and implementation of innovative library services that meet the needs of the community.

REPRESENTATIVE DUTIES: Under the Direction of the Mayor:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

General Duties:

- Oversee all library services and programs; supports, mentors, and monitors division operations of library departments.
- Develop the overall vision, goals, and objectives of the library.
- Manages and counsels all personnel and volunteers.
- Manage a detailed budget, prepare reports, understand policy and procedural matters.
- Develop and recommend library standard operating procedures.
- Oversee Collection Development.
- Attends city council meeting where library concerns, issues and interests may be discussed; represents the library at public functions. Attend all required local and state meetings to receive funding.
- Participates in community activities and works with various community groups to promote the library. Assists the community through educational opportunities and programs.
- Works closely with the Friends of the Library in order to coordinate events and programs to benefit both the library and the general public.
- Prepares and manages the department's goals and objectives. Responsible for planning operations, and application of technology for the library operations and services.
- Conducts research on, and implementation of, new services and new departmental programs or campaigns.
- Stays informed of professional issues, trends and attitudes, through reading professional literature, newsletters, journals and electronic media.
- Addresses issue and concerns of library patrons, the general public, and library personnel.
- Oversees, in conjunction with other city departments, the maintenance of the building, equipment, and grounds, ensures that the building meets ADA, library, and safety standards.
- Performs other duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of City personnel policies and procedures.

Knowledge of modern office procedures, methods and equipment including computers.

Knowledge of computer applications such as word processing, spreadsheets, and databases.

Skill in oral communication to include listening to others, being clear and concise as needed to convey information to the public sector and to respond to inquiries.

Skill in written communication to include the use of standard English grammar, punctuation and spelling as needed to compose letters, memos, forms and document inspection activities.

Ability to interpret and apply codes, ordinances, laws, rules, regulations and policies.

Ability to manage stressful situations.

Ability to make practical, useful decisions under stress and in a timely manner.

Ability to handle a diverse set of employee and public comments, inquiries and complaints in a polite and professional manner.

Ability to deal with a variety of interpersonal styles and personalities in an appropriate and diplomatic manner.

Ability to perform a variety of basic accounting duties.

Ability to accurately count, record and balance assigned transactions.

Ability to keep organized, current and accurate records, and work with detailed information for sustained periods of time.

Ability to accurately perform mathematical calculations involving addition, subtraction, multiplication, division, fractions, decimals and percentages.

Ability to adapt to changing technologies and learn functionality of new equipment and systems.

Ability to operate office equipment including computers and supporting word processing and spreadsheet applications.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Attainment of a Master's in Library Science from an American Library Association-accredited school.

Five (5) years professional experience.

Must hold a valid Alabama Motor Vehicles Operator's License and have a good driving record.

Must pass a drug screen and physical and background check.

Must have basic computer skills and type a minimum of 20 wpm.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting with exposure to computer screens.
Supervisory Control
The Public Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and Procedures, various library policies, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity

The work consists of informational, technological, referential support for the library staff as well as the general public.
Scope & Effect
The purpose of this position is to provide support to library staff, department supervisors and to the general public.
Personal Contacts
Contacts are typically with employees, co-workers, city hall, and members of the general public.
Work Environment
The work is typically performed in an office setting.
Supervision Exercised
Supervises library staff.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Traveling by auto is required for training or job assessments.

Successful applicants are required to pass physical examination and drug test, and have a valid Alabama Drivers' License, or obtain an Alabama Drivers' License within thirty days of employment. Position requires a satisfactory background check and MVR.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

HUMAN RESOURCES DEPARTMENT
301 CHARLES W. MEEKS AVE.
TROY, AL 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.