

Part-Time Library Director—Town of Patagonia

Plans, staffs, organizes, budgets, and maintains the Town Library, under the administrative direction of the Town Manager, and with input from the Library Advisory Board. Provides counsel to Town management; ensures compliance with statutory requirements and directives. Ensures excellent public services are provided to the citizens of Patagonia.

Essential functions may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is not a comprehensive listing of all functions and tasks performed by positions in this class. The job description does not constitute an employment agreement and is subject to change at any time by the Town Manager.

Tasks:

Exercise direct supervision over professional, technical, clerical, and volunteer staff.

Assign projects and work tasks to staff and monitor workflow. Work with little direct supervision; must be able to make professional decisions independently. Lead the selection, training, motivation, and evaluation of assigned staff, including the development of goals and performance measures.

Provide excellent customer service to both internal and external customers and ensure employees do the same. Respond to and resolve difficult and sensitive issues, inquiries, and complaints.

Coordinate education and creative programs for the library, including community outreach. Coordinates library activities with other Town departments and outside agencies. Research, make purchases, and manage public library collection and material acquisitions.

Serve as staff liaison to the Library Advisory Board and spend time interacting with the Friends of the Library Group. Represent the Town/Library in the community and at professional meetings as required. Participate in training/professional development and related professional organizations.

Oversee and conduct planning, budget management, and resource allocation for the Library. Assure effective communication with the Town Manager, Town Council, and outside organizations.

Oversee the development of Library policy and operating procedures.

Attend Library Advisory Board, Friends of the Library Board, and Town Council meetings, as necessary.

Listen to and interpret Town concerns, define desired results, develop cost-effective solutions, and determine the scope and priorities of programs and projects; encourage new ideas and collaborative approaches to problem-solving.

Perform other duties assigned by the Town Manager.

Knowledge, Skills & Other Characteristics

Knowledge of:

Principles, best practices, and concepts of public library service. Public library program development, implementation, and assessment. Financial management and budgeting, including budget development. Grant research & writing.

Federal, state, and local laws regarding public library service. Library technology evaluation and needs assessment.

Basic marketing practices, particularly social media.

Tools, techniques, and methods for personnel management, supervision and employee development

Skill in:

Communicating effectively, orally and in writing.

Establishing and maintaining effective interpersonal relationships with Town staff, a variety of boards and groups, and the public.

Staffing, prioritizing, and assigning personnel. Marketing libraries; programs.

Facility management. Budget management.

Working public desks, as necessary. Policy writing and adhesion.

Qualifications:

A bachelor's degree in library science or related field is required. At least 3 years of experience in libraries, with progressive responsibilities, is preferred. Similar field experience may be considered. At least 1 year of supervisory experience is required.

This position may work evenings and weekends to accommodate events and programs. The ideal candidate will be organized, self-motivated, and innovative, with a strong desire to serve the community. The Director will play an active role in the creation, planning, and implementation of services and programs, and may work public desks or lead programs themselves as part of the role. The ability to multi-task is a must.

Other duties assigned by the Town Manager may complement this position in the future.

Salary: Based on qualifications and experience. The position includes an excellent benefits package and participation in the Arizona State Retirement Program.

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