Revised & Approved 1/27/2026

LIBRARY DIRECTOR – PART TIME

EXEMPT:	**No**	**DEPARTMENT:**	**Library**
REPORTS TO:	**City Manager**	**PAY RANGE:**	**$18.00-$20.00 Hourly**

SUMMARY

Responsible for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, direction, and administration of the library. The work requires that the employee have thorough knowledge, skill, and ability in every aspect of the public library field.

SUPERVISION RECEIVED

Works under the direct supervision of the City Manager and Library Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list below is intended to be illustrative of the essential functions of the position, but is not all-inclusive of the responsibilities. The city may adjust these duties at any time.

- Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives.
- Evaluates and administers library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information.
- Trains employees in library routines; prepares work schedules and assigns areas of responsibility; checks employee time records; directs and participates in personnel actions such as hiring, termination, work assignments, and evaluations.
- Assists users in obtaining best results from the use of library facilities; prepares and makes an annual report of operations for the City Manager and State Library Grant.
- Selects and purchases new books and supplies. Directs the development and maintenance of a public library collection of books, periodicals, records, films, tapes, and a variety of other library materials.
- Directs the development, repair, and maintenance of the Library building.
- Prepares the annual departmental budget and presents and defends budget requests before the Library Board and City Council.
- Directs the operations of technical and children's services at Rocky Ford Library and directly supervises adult outreach services.
- Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Confers with State agencies, other public libraries, corporations, and community groups in

the development of library programs for the City and assists in coordinating interlibrary program efforts.

- Provides reference and reader's advisory services on a regular schedule to library patrons as supervisor of that department.
- Prepares various kinds of statistical reports on finances or book stock utilizing a microcomputer.
- Confers with City officials and the general public to provide information and to resolve problems and complaints.
- Directs the training of library staff in technical and administrative skills.
- Represents the library on regional and state committees and serves as the City's authority non library issues.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Knowledge of municipal government theory and practices.
- Knowledge of the principles and practices of City government, with an emphasis on budget and administration of the department.
- Knowledge of sources of information related to problems of local government.
- Knowledge of the principles and practices of public library functions and practices of public administration, as applied to a public library.
- Ability to administer the activities of a public library and to supervise the work of others.
- Ability to make decisions in an environment of limited resources and competing claims.
- Ability to write and present clear, concise reports, memoranda, directives, speeches, and letters, process invoices, and manage budgets.
- Ability to develop and maintain effective working relationships with officials, other department directors, the general public, and subordinates.
- Ability to consider input on an issue; being flexible and forward-thinking regarding the resolution of the issue.
- Ability to lead; identifying and executing appropriate action relative to operational/organizational situation or circumstances presented.
- Ability to write effective and comprehensive reports.
- Bilingual is preferred, but not required.

EDUCATION & EXPERIENCE

- High School diploma or G.E.D. is required, with some college preferred.
- Minimum of two (2) years of general office experience is required.
- One (1) year of prior experience working in a public library is required.

LICENSES AND CERTIFICATIONS

- Valid Colorado Driver's License and a satisfactorydriving record.

To apply please scan the QR Code:

Or email your resume with a cover letter to Shelly Valdez at: svaldez@rockyford-co.gov. Position open until closed.

Location: Position is part-time at 30 hours per week and in-person at the Rocky Ford Public Library, located at 400 S. 10th Street, Rocky Ford, CO 81067.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

Employee Name: _____

Job Title: _____

Department: _____

Supervisor: _____

Date: _____

I acknowledge that I have received, read, and understand the job description for my position as **PART-TIME LIBRARY DIRECTOR.** I understand the duties and responsibilities associated with my role and agree to perform them to the best of my ability. I also understand that this job description is not exhaustive and that additional duties may be assigned as needed.

I acknowledge that this job description does not constitute a contract of employment and that my employment is at-will, meaning that either the company or I may terminate the employment relationship at any time, with or without cause or notice.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____