



# CUSTER COUNTY

Human Resource Director

420 Mt Rushmore Rd.

Custer SD 57730

605-673-8134

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The Custer County Commission and the Custer County Library Board of Trustees, Custer, South Dakota, are seeking a Library Director who is experienced in providing library services; innovative in planning library programming; familiar with budgeting, record-keeping, administration, supervision of employees and facilities; and skilled in working with people of all ages and backgrounds in a rural/small-town setting. The successful applicant will supervise a staff of 3.5 Full Time Employees, maintain a 5,458 sq. ft. main library building and 1,260 sq. ft. branch library, serve more than 4,000 patrons with an annual physical material circulation of 44,000; manage a budget of more than \$300,000; and coordinate the activities of the Custer County Library Board of Trustees, the Custer County Library Foundation, and community library volunteers.

## Qualifications:

1. A bachelor's degree in library science, liberal arts, public administration, English, education, or a closely related field;
2. Three years of progressively responsible experience in library operations; or,
3. Any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills, and abilities.

**Salary:** \$47,000 to \$55,000 -- depending on education and experience

**Status:** Full-time, Salaried, Exempt Position

**Benefits:** 10 hrs./mo. annual leave, 8 hrs./mo. of sick leave, 12.5 holidays/yr.  
Participation in the SD State Retirement System  
Individual Health Insurance premiums covered at 100%  
Life, Dental, Vision, and AFLAC Insurance options

**Deadline:** Applications accepted position filled

Custer County is an equal opportunity employer. Applications can be downloaded online at <https://www.custercountysd.com/employment/> or pick up at the Custer County Courthouse at 420 Mt. Rushmore Road in the Human Resources Office. All applications should be sent to the attention of Todd Fish, Human Resources. The position description is available on the library's website.

**CUSTER COUNTY LIBRARY  
POSITION DESCRIPTION**

**TITLE: LIBRARY DIRECTOR**

General Description of Position: The Library Director is an exempt permanent full-time position at the Custer County Library. The position requires working under the direction of the Library Board of Trustees, acting in an advisory capacity to the Board on programs and policies, and discharging the Board's directives. The Library Director is the chief administrative officer responsible for preparation of the annual budget request and the expenditure of funds appropriated and for overseeing the day-to-day operations of the Custer County Library. He/she has full responsibility for staff appointments, dismissals, and assignments of duties; for determining internal procedures and explaining policies; and for selection of books and other materials. Other responsibilities include: public relations; increasing services of the library; and maintaining an efficient, organized library system.

Qualification: Bachelor's Degree from an accredited institution and the willingness to complete the South Dakota Library Training Institute within seven years.

Requirements:

1. Possession of, or be able to obtain within 60 days of hire, a valid South Dakota driver's license;
2. Ability to lift and carry up to 30 pounds of library materials frequently and up to 50 pounds occasionally;
3. Ability to push a loaded book truck and stand or sit for long periods of time;
4. Ability to bend, kneel, and stretch to reach low and high shelves;
5. Advanced knowledge of the principles and practices of modern librarianship and information systems;
6. Proficient in oral and written skills;
7. Ability to comprehend complex written and oral instructions and interpret them to others;
8. Ability to operate and direct the use of library computer systems;
9. Familiar with general accounting principles and spread sheets; and
10. Talent for fostering positive and harmonious relations among library employees, volunteers, patrons, trustees, other county departments and the community.

**% of TIME**

**RESPONSIBILITIES**

40    **Administrative Responsibilities:**

1. Assist the Custer County Library Board of Trustees to conduct community analyses in relation to library services.
2. Recommend to the Custer County Library Board of Trustees policies for the operation of the library in accordance with the South Dakota code and Federal regulations and administer all policies adopted by the Board by implementing appropriate internal procedures and explaining them to staff and public;
3. Prepare circulation, attendance, financial and director's reports on current progress and activities;
4. Administer the library system within the framework of the library's goals, objectives, policies, and budget;
5. Provide information on library issues to the Custer County Library Board of Trustees;

6. Establish good working relationships with the county commissioners, the county attorney's office and other community leaders with special reference to budget, policies and services;
7. In cooperation with the Board and based on the long-range plan, formulate an annual budget that prioritizes library services and materials and states the funding needed to provide them;
8. Accurately record and regularly report all library income and expenditures, programs and operations to the Custer County Library Board of Trustees;
9. Review the maintenance program of the library building and grounds, maintain an up-to-date inventory of library property and materials and check insurance coverage annually;
10. Prepare grant proposals to supplement funding of library services and programs
11. Serve as Director of the Hermosa Library; and
12. Serve as Registered Agent and *ex-officio* member of the Custer County Library Foundation

20 **Personnel Responsibilities:**

1. Select, train and supervise library personnel and community library volunteers;
2. Administer all aspects of the County's and the library's personnel policy and procedures;
3. Coordinate clear communication among the staff, Board, County Commissioners and support groups; and,
4. Encourage staff to maintain and upgrade their library skills and knowledge through continuing education opportunities, both for competence and upward mobility in their work.

20 **Professional Responsibilities:**

1. Attend professional meetings and workshops to maintain and increase professional librarian's skills;
2. Review and edit procedures to improve efficiency and effectiveness of operations;
3. Maintain through selection and weeding an appropriate inventory of informational, cultural, and recreational materials in a variety of formats: books, periodicals, audios, videos, compact disks, on-line databases, etc.;
4. Coordinate and oversee all aspects of the organization and delivery of library services, including the hardware and software required in the delivery of information in electronic format; and,
5. Actively participate in the Black Hills Library Consortium and SD Share-It to optimize delivery of library materials and services to Custer County residents.

20 **Public Relations Responsibilities:**

1. Maintain library services in a friendly and inviting atmosphere;
  2. Maintain the library's website;
  3. Supervise age-appropriate activities to foster a love of reading at all ages;
  4. Direct a sustained public relations campaign to promote and publicize the library in the community utilizing social media, personal appearances, radio/television/newspaper coverage, display materials, and special promotions; and,
  5. Study and actively support legislation to improve library services on local, state, and national levels.
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\_\_\_\_\_  
Printed Name

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Signature of Library Director

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Date