



Town of Howey-in-the-Hills Job Description

Title:	Library Director/Community Events Coordinator
Department:	Library
Type:	Full-time
Reports to:	Town Manager
Compensation:	\$51,000-\$56,000 a year (DOQ)

General Description:

Under general supervision of the Town Manager, the Library Director/ Community Events Coordinator serves as the chief administrator of the Marianne Beck Memorial Library and chairs the Town's Events Committee. This role includes planning, directing, and managing library services to meet the varied educational, cultural, and informational needs of the Town's 1,800 residents while also coordinating staff-led efforts to plan, execute, and evaluate the Town's events. As Library Director, this position works closely with the Lake County Library System, County Library Advisory Board, Town Library Board, and other stakeholders to ensure that the library remains a vibrant community resource.

Essential Job Functions (examples, not all-inclusive):

- Develop and execute long-term plans for library services and programs.
- Supervise daily operations, ensuring efficiency and quality of service delivery.
- Prepare and manage the library's budget, ensuring compliance with town policies.
- Pursue and manage external funding, including grants and donations.
- Establish partnerships with schools, local organizations, and other stakeholders.
- Promote library services and programs through community events and media.
- Oversee the implementation and maintenance of digital tools and library management systems.
- Update the library's website and manage social media to engage patrons.
- Select, acquire, and maintain a varied and relevant collection of books and resources.
- Analyze community needs to inform collection and program development.
- Recruit, train, and evaluate library staff and volunteers.
- Foster a collaborative and supportive work environment.
- Prepare detailed reports for the Town Council and Library Advisory Board.
- Track library metrics to guide decision-making and demonstrate impact.
- Attend conferences, meetings, and trainings as required.
- Assist the staff in drafting and implementing programs and procedures directly related to library management.
- Coordinate and participate in special projects or initiatives to enhance library offerings.
- Plan and oversee library events, workshops, and educational programs.
- Act as a liaison to regional or state library networks to maintain partnerships and awareness of trends.
- Manage the physical upkeep of the library building and equipment in coordination with public works.
- Chair the Town's Events Committee, coordinating staff efforts to plan and execute Town events.
- Develop timelines, budgets, and promotional strategies for events.
- Collaborate with community partners and stakeholders to enhance event offerings.



Minimum Qualifications:

- Bachelor's degree required, with coursework in Library Science, Education, or a related field preferred.
- At least three years of library management or equivalent leadership experience, including supervisory responsibilities.
- **The work schedule for this position includes days, nights, and some weekends.**
- Completion of National Incident Management System ICS-100 and IS-700 training within six months of hire.
- Must possess a current and valid Florida Driver's License and maintain good driving record.
- Proficiency with Microsoft applications including Windows, Word, Excel, and PowerPoint is required.

Required knowledge, skills and abilities include:

- Knowledge of modern library practices, trends, and technologies.
- Knowledge of Florida library laws and guidelines, including records management standards.
- Knowledge of principles of public relations and stakeholder engagement to foster participation in library and event activities.
- Understanding of financial practices, including creating and managing budgets, securing grants, and developing long-term funding strategies for sustainable library operations.
- Proficiency in using and managing library management systems, digital resources, social media, and other tools to enhance library operations and services and to promote library programming and Town events.
- Strong budget preparation and financial management skills.
- Advanced written and oral communication skills, including the ability to speak confidently in public settings, prepare detailed reports, and correspond professionally with various stakeholders.
- Ability to analyze community needs and translate them into library services/resources as well as programs/events.
- Ability to foster an inclusive and collaborative environment for staff, volunteers, and patrons.
- Ability to work independently and make effective decisions under minimal supervision.
- Ability to manage multiple priorities and meet deadlines effectively.

Physical Requirements:

- Must be able to sit for extended periods of time and enter data on a personal computer or terminal. Work requires reaching, standing, fingering, grasping, and repetitive motions.
- Occasional bending, stooping, and lifting up to 25 pounds. Will be required to file, and/or retrieve files, and transport material, and/or equipment, to an off-site storage facility.
- Must be able to operate a variety of equipment including a computer, telephone, copier, cash register, etc.
- Tasks require visual perception and discrimination. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Ability to communicate verbally in person and on the telephone



The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein. This position shall be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment. The Town of Howey-in-the-Hills Town Council reserves the right to update and/or change this job description at will.

The Town of Howey-in-the-Hills is a Drug-Free Workplace, Smoke-Free Workplace, and EOE.

The Town of Howey-in-the-Hills is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Howey-in-the-Hills will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

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Accessibility: If you need an accommodation as part of the employment process, please contact:

John Brock, Town Clerk at
Phone: 352-324-2290
Email: office@howey.org

Equal Opportunity Employer, including disabled and veterans.

Employee Signature and Date:

I, _____, acknowledge and have reviewed of this job description.
(Employee's Name – PRINT Name)

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.



_____ Date: _____
Employee's Signature

_____ Date: _____
Supervisor's Signature