



Topeka Genealogical Society Volunteer Position Description

Position Title: Library Director

Reports To: Board of Directors

Purpose: The Library Director manages the operation of and the collection of the TGS Library.

Location: Some of the Director's duties can be performed remotely. Most, however, will require physical presence in the library.

Key Responsibilities:

- Manage the library collection and its organization
- Maintain a current library card catalog and related inventory of the library's collection
- Establish operating policies and procedures for acquisition, usage, withdrawal and storage of items in the library's collection
- Process and accession new additions to the library collection – assign appropriate Dewey Decimal codes, create shelf labels and circulation cards, add appropriate information to the card catalog
- Identify, process and dispose of withdrawals from the library's collection.
- Assist the Library Volunteer Coordinator with training and instructions for the Volunteer Librarians
- Serve as an appointed (voting) member of the Board of Directors
- Other duties as assigned

Length of Appointment: The Library Director is appointed by the Board of Directors, and may serve for as long as is mutually agreeable between the Board and the Library Director.

Time Commitment: Variable.

Qualifications: Basic knowledge of computers, word processing, spreadsheets and email applications is essential. Familiarity with, experience with, or formal training in Library management and library cataloging is desirable. A desire to learn and develop new skills is encouraged. Pleasant manner, patience, problem-solving ability, dependability.

Physical Requirements: Primarily light office duties and desk/computer work. Some lifting of items up to 10 lbs. in weight, bending and stooping may be necessary.

Approved by: Board of Directors on August 11, 2023