**Knowledge, Skills and Abilities: DRAFT**

1. Knowledge of library philosophies, practices, procedures and technologies
2. Ability to set priorities, make decisions and exercise discretion with patrons and staff
3. Ability to think analytically and to exercise initiative
4. Ability to prioritize work, meet established deadlines, delegate duties and attend to detail as appropriate
5. Ability to handle multiple and simultaneous tasks
6. Ability to develop and implement policies and procedures
7. Ability to establish and maintain effective relationships with staff, Trustees, County Commissioners and others who relate to library work.
8. Ability to hire, train, supervise, discipline and evaluate staff at all levels of experience
9. Ability to work effectively as a team
10. Knowledge of library budgetary and fiscal practices
11. Knowledge of computers and the internet, Microsoft Office and similar software programs
12. Ability to communicate effectively, both in writing and orally and to prepare and present reports and other information in the appropriate format
13. Ability to work the hours needed to complete responsibilities of Library Director