

## JOB DESCRIPTION

POSITION TITLE: Library Director

JOB CATEGORY: Professional

SUPERVISION RECEIVED: Under the direction of the Board of Trustees

*GENERAL DEFINITION:* The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within its goals, guidelines and policies established by the Board of Trustees, in accordance with the State Library Code, and in conjunction with defined standards as dictated by all funding agencies. The director serves as the official representative and is expected to provide a leadership role within the library, the community and the library profession.

*EDUCATION, TRAINING AND EXPERIENCE:* A Master's degree in Library Science from an ALA Accredited school. Five years of experience preferred with a minimum of 2 years in a supervisory position.

Preferred qualifications include a thorough knowledge of philosophy and techniques of Public Library service; ability to think analytically and creatively, and to exercise initiative and independent judgement; working knowledge of computers, data communications and the desire to remain knowledgeable in regards to technology for the library.

*ESSENTIAL FUNCTIONS:* The library director must be able to verbally communicate with patrons, staff and vendors; see and read forms and documents; accurately read numbers and data and accurately transfer that data; and be proficient in the operation of all library equipment.

### *DUTIES AND RESPONSIBILITIES:*

#### Management/ Administrative

1. Proposes the operational budget for the next fiscal year to the Board of Trustees via the Treasurer. Proposes, directs and supervises expenditures of the library funds within the guidelines of the budget and the established policies. Makes petty cash expenditures as needed, and submits a monthly report and present proof of purchases to the Board Treasurer, if requested.
2. Develops and recommends changes in policies, procedures, and programs to the Board of Trustees accompanied by rationale for the recommendations and administers policies adopted by the Board of Trustees. Maintains and updates the library Policy & Procedure manual.
3. Organizes data for local, county and state reports. Prepares monthly and annual report statistics to be submitted at monthly Board of Trustees Meetings. These statistics shall include but not be limited to circulation, additions and withdrawals, patron registration, volunteer hours, special projects, library usage, upcoming events and attendance at programs.

4. Directs the maintenance of the library facility and grounds and recommends future space needs. Presents alternatives accompanied by rationale to the Board of Trustees for fixture and furniture purchases to better serve the library.
5. Attends Board of Trustees meetings making regular reports on library operations. Attends workshops and other meetings with the prior approval of the Personnel Committee, providing that the library is adequately staffed in their absence; keeps updated as to new developments in the profession; informs the Board of Trustees of new policies and standards in regard to library services.
6. Establishes and maintains cooperative relationships with all segments of the service area including the public, officials, businesses and local service organizations to promote and support quality library services to the community.
7. Attends Plum Council Meetings, or sends representation, to report on upcoming programs, new services or additions to the collection, featuring in more detail each month one element of library operations.
8. Attends professional and other meetings to maintain contact with other professional and library-related agencies. Participates in professional development opportunities to enhance managerial skills and maintains awareness of new trends and developments in the library science field.
9. Produces timely information about library services and programs, writing and submitting copy when appropriate for use on social media sources and local media sources.
10. Supports and facilitates the work of auxiliary support groups such as the Friends of the Library.
11. Performs other administrative and professional duties as required.

#### Planning, Organization and Evaluation

12. Directs the development and evaluation of programs for patrons of all ages, working closely with the Board of Trustees. Plan new types of services as encouraged by the Board of Trustees and evaluates the effectiveness of present services in relation to the changing needs of the community.
13. Develops goals for self, the library and the staff; regularly evaluating progress and reports on the progress of those goals to the Board of Trustees.
14. Supervises all public and technical services in regards to library operations.

## Personnel Management

15. Defines and monitors area of responsibility for subordinate staff and oversees the staff schedule in order to ensure a smooth and orderly work flow. Assist in the advertisement and interview process for new staff members. Conduct and document regular performance evaluation of subordinate employees, and recommend termination of employees and/or volunteers, if necessary, to the Personnel Committee.
16. Maintains personnel records for each staff member and past employees (up to 1 year).
17. Develops staff job descriptions; recommends staffing structure to correspond with the efficient and appropriate use of staff hours. Recommends and administers personnel policies.
18. Establishes and maintains a staff manual for library procedures.
19. Acts as a consultant, mediator and facilitator for staff to maintain optimum utilization and promote high staff morale. Recommends termination of employees and/or volunteers, if necessary, to the Personnel Committee.
20. Provides in-service programs for employee training and development, encouraging staff input and supporting their professional growth through the use of professional associations, workshops and seminars.
21. Administrates the "Volunteer Program" and actively recruits and assists in the training of new members. Oversees the volunteer schedule such that projects and tasks are assigned to volunteers in accordance with their interests, experience, and expertise.

### *REQUIRED KNOWLEDGE, SKILLS AND ABILITY:*

1. A professional knowledge of Public Library principles and practices.
2. Superior verbal and written communication skills.
3. Ability to work effectively and meet deadlines.
4. Must be self-motivated and work independently.
5. Ability to establish and maintain effective working relationships with associates, supervisors, and the public.
6. Possess financial acumen with simple accounting practices and budget preparation and implementation.
7. Aptitude with automation of library services and technical equipment.