

LIBRARY DIRECTOR (Adopted November 2005)

Serve as chief executive officer of the library, implement library policies and projects, and provide leadership for improving public library service to the community.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, ability are usually acquired through a combination of education and/or experience equivalent to:

- MLS or equivalent.
- Experience working in a public library is preferred.
- Current state certification is preferred.
- Must be bondable and pass a full criminal check including suitability for working with children.

POSITION OVERVIEW:

- Commitment to the mission and philosophy of public library service.
- Demonstrate excellent leadership skills.
- Demonstrate excellent communication and interpersonal skills.
- Work effectively with library trustees, elected officials, and community groups.
- Supervise and motivate library staff and volunteers.
- Oversee technical library tasks including use of computer and library equipment, library automation system, databases, and computer software.
- Interact with patrons, staff, and community members in a courteous and professional manner.
- Handle multiple activities or interruptions and work positively and effectively within a team model.
- Work a schedule that includes, weekday, evening, and weekend hours.
- Perform duties with adherence to library standards of accuracy, timeliness, tact and confidentiality.
- Sustain a commitment to service excellence by giving library patrons accurate, non-judgmental and complete responses to their informational needs.
- Perform duties in surroundings where undesirable physical conditions and hazards are minor and controllable.

JOB FUNCTIONS:

Work with the library board

- Report to the library's board of trustees which has the legal responsibility for governing the library and hiring the library's director.
- Provide administrative support to the library board.
- Assist the library board president in preparing the agenda for board meetings
Compile and distribute background materials for items on the agenda.
- Responsible for keeping the library board informed of issues and problems relating to the library.
- Assisting in and promoting the continuing education of board members, and for orienting new board members.

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- Assist the library board in the development of the library's annual budget and in justifying the budget to municipal or county officials.
- Assist the library board in the development of library policies.
- Bring issues facing the library to the attention of the board and present options and recommendations for dealing with those issues.

Public Service

- Develop and oversee a variety of services designed to meet the needs of a diverse public.

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Collection Development and Technical Services

- Select or direct the selection of a collection of library materials that meets the needs of a diverse public based on a collection development policy which has been approved by the library's board of trustees.
- Review the collection development policy regularly and make sure that it is consistent with current practice and otherwise up to date.
- Oversee and participate in the acquisition, processing, and cataloging of these library materials.
- Oversee and participate in the circulation of library materials.

Supervise staff and volunteers and implement personnel policies

- Responsible for the hiring and supervision of library employees and the enforcement of personnel policies established by the library board including the evaluation and disciplining of employees as necessary, in conformity with state and federal laws.
- Responsible for training other staff members and for facilitating their continuing library education.

Develop the library budget and manage the library's money

- Prepare the initial budget for consideration by the library board and assist in the presentation of the library's budget to the library's governing body.
- Manage the library's finances so that expenditures stay within the approved budget
- Submit monthly bills for approval by the library board.
- Maintain accurate and up-to-date financial records and reports on the library's financial position in the library's annual report to the State Library and the State Board of Accounts.

Develop policies and procedures for the library

- Oversee day-to-day library services and operations which are carried out under policies approved by the library board and under procedures which have been developed by the staff to implement those policies.
- Responsible for the initial development of policies for consideration by the library board and for creating procedures to administer these policies effectively and efficiently and be responsible for making sure that both policies and procedures are kept up to date.

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Plan for the library's future

- Develop long range plans in conjunction with the library board and the library's community.
- Develop technology plans for the library according to state requirements.

Advocate and promote the library

- Advocate and promote the library by staying informed and active in the community.
- Coordinate library advocacy and public relations efforts by the library staff, the library board, the library's Friends of the Library organization, and library users.

Manage the library facility

- Oversee the care and maintenance of the library facility in which the library is located and the grounds on which it is located.
- Determine problems and needs relating to the library facility and its grounds and to bring these to the attention of the library board.
- Be aware of requirements of the Americans with Disabilities Act (ADA) as they relate to the library's facility and make any deficiencies known to your library board.

SUPERVISION:

The Library Director works for the library Board.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, carry; ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25#, or greater with assistance; and perform other efforts such as pushing a loaded book cart as identified with normal library work. Must have specific vision abilities (adjusted) that include close and distance vision with good depth perception; reasonable accommodations may be available.

OTHER:

1. Employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the premises.
2. The statements contained in this job description reflect details necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

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The intent of this summary is to characterize the typical duties and responsibilities that will be required of individual positions assigned to this classification and should not be construed as representing the specific duties and responsibilities of any particular position. Employees may be expected to perform their related duties which are specific to their area that may not be reflected in this classification summary.

Acknowledgment

I have read this position description and fully understand the requirements set forth therein. I hereby accept the position of Library Director and agree to perform the identified essential functions in a manner and in accordance with the Public Library's established procedures.

I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

Employee's Signature

Date

Supervisor's Signature

Date