

**Daviess County Public Library
Director
Position Description**

Job Title: Library Director

Job Summary: As the chief executive officer of the library, the Director plans, organizes, directs, evaluates, and reviews the library's resources, personnel, facilities, services and programs to respond to the needs of the community. The Director operates under the executive direction of the Library Board of Trustees. Work includes developing and monitoring budget resources, planning and implementing overall library goal and objectives, oversight of staff and services.

General Duties and Responsibilities:

- Attends all Library Board meetings, providing professional expertise and guidance to the members as needed. Informs the Board of current library activities, operational or facility changes, and other issues that may require Board attention.
- Responsible for overall fiscal management of the library. Manages the finances of the library, monitoring current expenditures and revenue, forecasting future trends, and developing annual budgets and long range financial plans. Prepares the Management Discussion and Analysis for the library's annual audit.
- Develops professional skills, knowledge, and abilities through workshops, conferences, professional affiliations, and examination of professional literature. Uses this knowledge to analyze and improve the library's public services, facilities, technology, staff development, and update the library board on current methods and trends.
- Develops and coordinates the implementation of major projects that impact on all areas of library operations and services.
- Directs and coordinates the development and maintenance of library collections in all formats to ensure that the library provides quality materials that meet the needs of the community. Stays abreast of publishing trends and continually evaluates local impact and interest through analysis of library usage data and allocates funds accordingly.
- Represents the interests of the library to the community, and other governmental and professional organizations.
- Develops the overall vision, goals and objectives of the library, integrating the ideas of the public, board and staff.
- Directs and evaluates the work of the administrative assistant and the department heads and indirectly supervises the work of the general staff as needed.
- Cultivates a courteous, competent, customer-focused environment that is welcoming to the public.
- Develops and recommends library policies to the library board. Ensures that library policies and procedures are implemented and takes the ultimate responsibility for resolving administrative and procedural emergencies.
- Serves as liaison to the Library Foundation Board of Directors and the Friends of the Library Board of Directors.

General Knowledge, Skills and Abilities: This is a professional position which requires an ALA-accredited Master's Degree in Library Science, and a broad knowledge of the principles and practices of librarianship. Essential skills include: excellent managerial, financial, planning

and analytical capacity; ability to communicate with diverse groups concerning library affairs; ability to handle critical incidents and resolve conflicts involving customers, staff, materials, or facilities; initiative, awareness and vision in developing library services, and skill in building and maintaining effective relationships with the Library Board, staff and community. Successful experience reporting to a governing board, developing a building program and experience evaluating new services and technologies are essential. In general, the position requires the ability to identify and focus on future needs of the library and make plans and preparations to meet those needs.

Special Requirements:

This position requires the appropriate certification from the Kentucky Board for the Certification of Librarians.