

Position Title: Library Director

Reports to: Library Board of Trustees

The Ferndale Public Library believes each employee makes a significant contribution that should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the library to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to library patrons.

General Statement of Duties:

Appointed by the Ferndale Public Library Board of Trustees, the Library Director serves as the chief executive officer of the library and plans, directs and coordinates all activities of the library. The Library Director is expected to develop his or her own methods and to demonstrate resourcefulness, initiative, creativity and mature judgment in the performance of duties. The Library Director works with considerable freedom of action, subject to board policies and directives.

Job Responsibilities and Examples of Services Performed:

1. Plans and direct all library operations; research and develop policies and procedures to maximize the effectiveness and efficiency of operations and services; recommend policy changes
2. Identifies and hires proactive, competent professional, paraprofessional, and clerical staff, in consultation with department heads and staff
3. Initiates action to terminate and/or discipline employees in accordance to library employee polices
4. Sees that evaluations of all library staff are completed on a regular and consistent basis
5. Demonstrates a commitment to personal professional growth as well as the professional growth of staff
6. Maintains involvement with appropriate and relevant library organizations
7. Is a committed and articulate advocate for the library. Works to build and maintain relationships with institutions and groups outside the library.

8. Attends all Library Board meetings and works with the Board to accomplish the goals laid out by the library's Strategic Plan
9. Works with the Library Board to prepare the annual budget and supervises library expenditures
10. Facilitates the maintenance of the library building & equipment
11. Maintains knowledge of Library Board policies and ensure they are implemented by staff
12. Monitors and evaluates service issues including staffing, circulation, information access, public service hours, and community needs
13. Serves as liaison between the library and vendors or the City of Ferndale when negotiating for services, employee benefits or personnel issues
14. Assists patrons in identifying appropriate resources and information and performs general circulation duties as needed.

Essential Knowledge, Skills, and Abilities:

Extensive knowledge of the principles, methods, practices and procedures of public library operations, including library technology trends, for both administration and patrons.

Considerable knowledge of budgeting principles, grant application procedures, and alternative funding sources.

Experience with strategic planning – from the development to the implementation and evaluation

Ability to analyze and evaluate library needs and services and to initiate and carry out programs to meet them.

Exceptional organizational skills.

Ability to communicate effectively.

Ability to plan and direct library services and to supervise and motivate staff while creating a positive work environment.

Ability to encourage and oversee innovative and creative programs to meet the needs of the community.

Commitment to principles of intellectual freedom.

Ability to interact effectively with a diverse patron and staff environment.

This position requires the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating the vehicle safely, possess/provide documentation of a valid driver's license and acceptable driving record

Education and Experience Requirements:

- A Master of Library Science degree from an ALA accredited institution plus possession of a Librarian's Permanent Professional Certificate.
- At least three years professional supervisory experience in a public library environment
- Librarian's Permanent Professional Certificate from Library of Michigan

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance.

Hand-eye coordination necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Most job tasks require reading a diverse amount of printed and computer material.

FLSA status: