

## JOB DESCRIPTION



**Position:** Library Director  
**Range:** Unclassified (Exempt)  
**Reports to:** Board of Directors  
**Supervises:** Assistant Directors  
Finance Director  
Human Resources Director  
Information Technology Director  
Administrative Assistant II

## JOB SUMMARY

Plans and directs the overall operations and management of Kent District Library. Implements the mission and goals of the Library as set by the Library Board. Functions with a maximum degree of latitude for independent action within the scope of Library policy as set by the Library Board.

## DUTIES AND RESPONSIBILITIES

1. Plans, organizes, coordinates and directs the Library's service programs to all residents of the county-wide district; ensures the level of patron service, public goodwill and patron satisfaction meet the Library's goals and objectives.
2. Establishes priorities, procedures and general practices for the Library.
3. Formulates, recommends and implements overall Library policies and procedures with Board approval.
4. Prepares annual budget documentation and justification for approval by the Board; directs the expenditure of Library funds and allocation of resources.
5. Supervises subordinate Library administrators; assigns special projects; evaluates performance and provides direction in the development of departmental goals, objectives, programs and services.
6. Establishes and maintains effective working relationships with other governmental agencies and officials, community leaders and groups, other library leaders and the general public.
7. Attends meetings of the Library Board; recommends changes in policies and staffing to the Board for approval.
8. Performs other duties as assigned.

## JOB REQUIREMENTS

1. The job requires a Master's degree in Library Science from an ALA accredited college or university.

2. Eight to ten years of progressively more responsible experience in professional library work, including five or more years in an administrative capacity preferred.
3. Level 1 certification as required by Michigan State Aid Rules and compliance with all training and other requirements applicable to the director of a class 6 library under Michigan State Aid Rules.
4. Ability to travel between work locations and related places of business as needed.
5. Extensive knowledge and understanding of the principles, methods and practices of public library operations.
6. Knowledge of public library computer hardware and software systems (e.g., on-line and CD-ROM databases).
7. Management and leadership skills to direct the Library to meet the goals that contribute to the overall success of the Library.
8. Interpersonal and communication skills necessary to work productively and deal tactfully with the public, local government officials, civic leaders, community group leaders, Library employees and members of the Board regarding issues frequently of a sensitive and/or complex nature. Ability to communicate effectively in both oral and written forms.
9. Analytical ability to interpret community interests and needs; identify opportunities for improvement and problem resolution, and develop long-range plans including goals, objectives and various strategies.
10. Visual acuity necessary to view a computer screen and written materials with or without accommodation.

## WORKING CONDITIONS

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise.
2. Will require frequent travel between KDL locations, and may include out of county travel for meetings and conferences.
3. Work hours may be varied, including evenings and weekend hours.
4. Occasional sitting/standing in one position for extended periods of time.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*