

Montclair Public Library
Job Description

Job Title: Library Director

Classification: Library Director

Definition: Manages and directs the operations of the public library in accordance with policies, rules and delegation of authority enunciated by the Board of Trustees. Performs related work as required.

Distinguishing Characteristics: Requires an advanced professional knowledge of the theories, objectives, principles and techniques of librarianship. The Director is responsible for providing the necessary professional librarianship expertise appropriate to the needs and desires of residents in the Township. Work is reviewed for completion of assignments as prescribed by the Library Board and for conformity with the objectives, policies and regulatory guidance established by the Trustees.

Examples of Work and Responsibilities: Accomplishes the following managerial and professional librarianship activities both personally and through delegation to staff assistants:

Program planning and direction, including developing the library's collection, establishing internal library policies and procedures, establishing policies and programs for assistance to readers, program evaluation and development.

Establishes and supervises a program of public relations and educational activities, such as interpreting programs to key officials, library users, and special groups; promoting services of the library by planning publicity programs and participating in group activities.

Guides, directs and evaluates senior management team and its strategic planning efforts.

Responsible for management studies, such as reviewing programs and operations to identify and analyze problem areas; determining and instituting work measurement and work simplification studies; planning for mechanized systems for library operations and procedures.

Budget and finance, including planning and justifying library budgets, oversight of financial operations, and ensuring proper reports are presented in a thoroughly and timely manner. Also, anticipation of future financial climate, including potential shortfalls in forthcoming years, and consequent strategic planning to avoid reductions in service or operations.

Supports the work of the Library's foundation and is an ex officio member of its board. Responsible for development of fundraising strategies and sources and overall administration of grants management.

In conjunction with the President of the Trustees, makes recommendations for board development and processes for establishment of long and short range goals and their evaluation.

Explores entrepreneurial activities and makes recommendations to the Library Trustees or the Foundation Board

Responsible for personnel work, including interpreting and applying policies; recruiting, assignment and evaluation of employees, and staff development.

Makes recommendations to the Trustees regarding compensation administration.

Pursues shared services with the Township of Montclair and the Board of Education.

Responsible for a program of volunteers actively involved in the programs and services of the public library.

Maintains and supports diversity and multi-cultural activities to meet the needs of the community.

Attends library and foundation board meeting and occasional Township Council and other significant community meetings.

Library plant and equipment, such as planning and justifying library facilities; determining needed supplies and equipment, planning for efficient use of shelves and files; determining policies concerning physical upkeep of collections.

Recommending type, location, organization, and management of extension services, or libraries field stations; planning and installing field or extension service libraries; determining nature of field service.

Responsible for adequacy and soundness of library research.

Attends seminars and meetings of professional library groups and organizations to keep current with scientific and technical developments; participates in professional associations concerned with improving methods and techniques of library services.

Supports and collaborates with the business community and arts, education and non-profit groups of all kinds for the development and betterment of community spirit.

Requirements:

Minimum of five years of managerial experience.

Applicants must possess (or be eligible for) a professional librarian's certificate issued by the New Jersey Department of Education in accordance with New Jersey revised Statues 45:8A-3.

A master's degree in library or information science from an accredited college or university.

Advanced knowledge of the theories, principles and techniques of leadership.

Advanced knowledge of library administration and management techniques.