

# DIRECTOR



## **Job Summary**

Directs, coordinates, and manages the activities and operations of the library system, including services, properties, funding, and personnel; builds community partnerships for the entire library system; develops and implements system wide initiatives, including automated services and data bases; reports to Board of Library Trustees.

## **Essential Job Functions**

Directs all aspects of library services.

Develops and maintains an efficient and effective organizational structure to ensure the highest professional standards.

Maintains effective communication networks with the Library Board, staff, public, county government, community agencies, and others.

Oversees all aspects of the development, implementation, and management of the library budget.

Recommends, administers, and interprets Library Board policy and serves as an advisor to the Board.

Plans, implements, monitors, reviews, and revises library system policies and procedures to meet goals and objectives.

Selects, trains, supervises, and evaluates staff.

Increases professional knowledge through attending workshops and conferences, participating in professional associations and activities, and reading professional and local publications.

Participates in various meetings and committees and provides reports, information, and analyses to these groups to contribute to the policy-making process.

Participates in and coordinates activities of the management team.

Attends community meetings and joins boards or councils to promote the library's mission.

Performs other duties as assigned.

## **Knowledge, Skills, and Abilities**

Knowledge of—

- Advanced knowledge of the principles, practices, and procedures of library operations, and the ability to interpret them to the staff and the public.
- Expert knowledge in public librarianship, administrative methods, and library issues.
- Expert knowledge on the effective supervision, training, development, and evaluation of others.
- Expert knowledge of fiscal management, forecasting, budget execution, and grant preparation and management.
- Knowledge of electronic resources and their applications to library services.
- Continuing educational opportunities and continuous improvement in professional skills and performance.

**Ability to --**

- Ability to obtain advanced knowledge of St. Mary's County Library policies and procedures.
- Ability to act as a representative of the Library to the public.
- Ability to communicate effectively with colleagues, employees, library trustees, local government elected and appointed officials and staff members, community leaders, and citizens.
- Ability to market, promote and advocate library services to increase public awareness.
- Demonstrate professional commitment to participate in regional, state, and national organizations that advance the cause of libraries.
- Ability to work independently and as a member of a team.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- Ability to operate relevant computer systems, including hardware and software.

**Skills in --**

- Excellent administrative, management, marketing, interpersonal, communication, planning, analytical, and creative skills.
- Excellent communication skills, both in writing and orally.
- Excellent customer service skills.

**Training and/or Education:**

Master's degree in Library Science from an American Library Association accredited institution.

**Experience:**

Ten years or more of related experience, at least five of which should be in a supervisory/managerial capacity.

**Licenses or Certificates:**

Certification or ability to obtain certification from the Maryland State Department of Education as a Professional Library Director within 120 days of appointment.

**Physical Demands:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

**FLSA Classification:**

Exempt

**Grade:**

12

*The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.*

Revised: 12/2014