



POSITION DESCRIPTION

Position Title: DIRECTOR	
FLSA Status: Non-Exempt <input type="checkbox"/>	Exempt: <input checked="" type="checkbox"/>
Reports to: Board of Trustees	Pay Range: Set by Board
Department: Administration	Last Revision: 2/23/2010
Positions Supervised: Deputy Director, Director of Community Relations & Development, Director of Technology Services, Human Resources Manager, Business Manager, Executive Assistant	

PURPOSE

Under administrative direction, the Director directs the operations of the Library to ensure quality library service to the community and ensures that the Library complies with all applicable laws and policies and decisions of the Board of Trustees.

ESSENTIAL POSITION FUNCTIONS

- 1 Ensures that the Library provides a high quality collection of materials and services to meet the needs of the community
- 2 Ensures that all library materials are properly cataloged, shelved and available to patrons
- 3 Ensures that the collection is maintained and weeded on a regular basis and all staff members treat all patrons courteously and impartially
- 4 Develops and administers the budget and implements cost containment measures
- 5 Works with the Deputy Fiscal Officer to determine the need, amount and timing of levies and bond issues, and recommends action to the Board of Trustees
- 6 Ensures that all service contracts are developed in compliance with advertising and competitive bidding requirements and that contract obligations are fulfilled
- 7 Positions the Library for greatest impact and service
- 8 Represents the Library by participating on community and professional boards, committees, task forces, councils, and organizations
- 9 Provides leadership in educating the voters and passing ballot issues
- 10 Develops and articulates a strong vision to staff and constituents to ensure that the Library is proactive and responsive, patron and community centered, forward thinking and mission driven
- 11 Works with the Board of Trustees to develop and recommend overall library standards and direction, personnel policies, fiscal and facilities planning
- 12 Fosters a climate of participation, creativity, and teamwork with and among staff
- 13 Provides leadership in strategic planning to meet identified needs
- 14 Develops a cooperative working relationship with each member of the Board of Trustees
- 15 Oversees Board agenda and packet preparation and distribution
- 16 Serves as a member of the Administrative Team
- 17 Attends meetings of the Board of Trustees
- 18 Supervisory duties

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- 1 Master's degree in Library Science from an American Library Association accredited school
- 2 A minimum of five (5) years of professional library experience in positions with progressive levels of responsibility, preferably in a public library
- 3 A minimum of three (3) years of experience supervising a system-wide department or branch library, preferably in a public library



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Knowledge, Skills, Abilities and Personal Characteristics

- 1 Ability to maintain confidentiality and use appropriate judgment in handling information and records
- 2 Ability to work accurately with attention to detail
- 3 Ability to arrange items in alphanumeric and/or subject order
- 4 Knowledge of strategic planning, public administration, cost/benefit analysis methods, budget development and administration, bond and tax levy financing
- 5 Ability to interpret and apply laws, regulations and policies
- 6 Knowledge of state and federal employment laws
- 7 Ability to address and resolve patron conflicts equitably
- 8 Ability to define problems, collect data, establish facts and draw valid conclusions

Certifications, Licenses, Registrations

None

PREFERRED QUALIFICATIONS

None

PHYSICAL DEMANDS

Ability to sit and use computer for extended periods and operate standard office equipment, daily
Travel by automobile is required frequently

WORKING CONDITIONS

Majority of work performed in general office/library environment
Requires availability for extended hours as needed
Requires evenings and/or weekends
Requires periodic participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Worthington Libraries. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this position description.

Employee

Date



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Core Competencies - Core Competencies are the knowledge, skills, attitudes, values and behaviors that all employees are expected to demonstrate. The Worthington Libraries Core Values are indicated in italicized text.

Competency	Definition	Demonstrated Behaviors
<p>Adaptability</p> <p><i>Future Oriented</i> We respond appropriately to emerging practices and technologies in library and information science and related fields, and anticipate changes in our community's needs.</p>	<p>The ability to adjust to changing situations and take calculated risks.</p>	<ul style="list-style-type: none"> • Interprets and responds quickly to new or changed responsibilities, methods and procedures • Learns and applies new skills • Remains positive and productive
<p>Customer Service</p> <p><i>Quality Service</i> We anticipate needs and exceed expectations in delivering service.</p> <p><i>Diversity</i> We strive to be inclusive, and we recognize the dignity of all people from all backgrounds; we value contributions and ideas from all members of our diverse community.</p> <p><i>Intellectual Freedom</i> We are committed to providing open access to library resources which interest, inform and enlighten all people in our community.</p>	<p>The ability to appreciate the variety of patrons and staff and accommodate their diverse needs to the highest extent possible.</p>	<ul style="list-style-type: none"> • Welcomes interactions • Consistently greets patrons and staff with a smile • Strives to make library resources accessible to all members of the community • Proactively anticipates and addresses patron and staff expectations and needs • Knows when it is appropriate to bend the rules and explains positively when denials are required
<p>Communication</p> <p><i>Communication</i> We engage in the open exchange of information as a critical process for creating synergy of ideas within our library and with our community.</p>	<p>The ability, through both verbal and written methods, to provide concise, timely and accurate information, internally and externally, among all organizational levels and with all of the appropriate people.</p>	<ul style="list-style-type: none"> • Listens to others and verifies understanding of the message • Uses a variety of communication methods in the most appropriate form, in the manner that best enables the message to be understood • Responds to the comments and questions of others in a timely manner • Uses appropriate language • Proficient in the use of Microsoft Outlook • Knows how to find and use information on the Staff Intranet



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Organizational Awareness

The ability to support the library's mission, vision, culture and structure.

- Understands and identifies with the goals and values of the Library and models and actively communicates them effectively
- Knows and appropriately follows the library's hierarchy
- Knows, understands and appropriately applies policies and procedures
- Keeps current on information sent by Administration

Technology

The ability to use equipment, materials, and processes to do work.

- Readily uses technology that is necessary to the position
- Keeps current on changes in technology that are necessary to the position

Teamwork

The ability to work collaboratively with others.

Teamwork

We work together in a spirit of cooperation, supporting each others' efforts to achieve organizational excellence and provide quality service.

- Willingly assists others by sharing expertise and time
- Prepared to complete assigned tasks
- Respects the ideas and opinions of others
- Gives and accepts feedback in a positive manner
- Proactively involves others to solve problems and achieve results which meet the needs of the Library

Problem Solving

The ability to understand the entire perspective on a situation or issue, identify patterns or connections between situations, assess problems and troubleshoot in order to identify effective solutions.

- Acquires new information and applies knowledge to analyze issues and resolve problems
- Breaks problems down into components to identify required tasks or activities
- Formulates new and imaginative solutions that reflect careful consideration of patron and library needs and goals
- Considers risks, benefits, and impact of solution on the present and future library environment
- Transfers learning from one situation to solve a problem in another
- Consults with appropriate staff members before implementing solutions



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Personal Responsibility

*Integrity
We act with honesty and fairness as we conduct our business with patrons and each other; we assume personal responsibility for accomplishing the goals of the organization.*

The commitment to take appropriate action to meet patron and library goals and needs.

- Ensures accuracy and completeness of work
- Accepts responsibility for accomplishments and seeks to correct and learn from mistakes
- Continually seeks opportunities for learning and training
- Evaluates own strengths and weaknesses and seeks feedback from others for self-improvement
- Reports to work as scheduled and provides acceptable notice when unable to do so
- Is prepared to commence work activities at the assigned time.
- Adheres to break and lunch schedules
- Utilizes time efficiently, eliminates unnecessary activities and does not waste efforts and time of patrons, co-workers or supervisor

Position Specific Competencies - the skills, knowledge, attitudes, values and behaviors necessary to an individual's success in a position and to the overall success of an organization.

Competency	Definition	Demonstrated Behaviors
Applied Library Knowledge	The ability to evaluate, package and manage collection formats, instruct and support patrons in the pursuit of lifelong learning and provide equal access to information.	<ul style="list-style-type: none"> • Develops, provides and/or manages convenient, accessible and patron-oriented information services • Recommends materials appropriate to various user levels and interests • Possesses knowledge of collection development, resources and formats • Works to build a balanced collection in a variety of formats to fill the needs of patrons



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Effective Supervision

The ability to provide leadership, coaching and guidance to staff in fulfilling their responsibilities and building positive relationships.

- Determines necessary staffing levels and distribution of work
- Interviews and selects candidates for hire
- Ensures that staff receive orientation, training and development
- Coordinates work schedules, reviews time sheets and approves leave requests
- Assigns work and ensures that it is completed properly and in a timely manner
- Monitors and manages performance, including the administration of corrective action
- Ensures effective communication of information
- Interprets and enforces policies and procedures
- Reviews policies and procedures and recommends changes

Marketing and Public Relations

The ability to identify, develop and implement successful marketing and public relations strategies that effectively communicate the value of the library and its services to the community served.

- Understands and uses the basic concepts of marketing and public relations as they relate to one's position
 - Develops, creates and coordinates the distribution of promotional materials designed to meet the needs of diverse audiences
 - Communicates with various populations (children, teens, adults, etc.) to explain how the library's services meet specific information and educational needs
 - Promotes value of products and services within the library and throughout the community
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Project/Program Management	The ability to plan, oversee and/or implement tasks resulting in projects or programs that are completed on time, within budget, and that meet or exceed expectations.	<ul style="list-style-type: none">• Assesses needs, plans and implements programs or projects that are consistent with the library's mission, values, goals and objectives• Utilizes the library's tools, processes and models effectively, such as forms, statistics, guidelines, etc.• Evaluates programs and projects for effectiveness• Provides written and oral reports on both routine and special projects• Participates in or leads project specific teams or performs special tasks
Resource Management	The ability to effectively allocate or use resources to meet library goals and objectives, including risk assessment, cost/benefit analysis and the justification of expenditures.	<ul style="list-style-type: none">• Determines core and non-core programs and services• Manages or uses human, financial and physical resources to maximize results• Establishes prudent budgets• Develops strategic plans and establishes long and short range goals• Involves staff appropriately in planning, decision making and problem solving