

Job Title: Library Director

Job Summary: Under the direct supervision of the public library Board of Trustees, the Library Director is responsible for the operations of the library and the development and implementation of its programs, including: (A) assisting the board with long-range planning and policy development, and managing all library resources, including facilities maintenance and personnel; (B) organizing the acquisition, access, storage, and control of collections; (C) designing and implementing services and programs for a wide variety of users.

I. Specific Responsibilities

A. Administrative Services

1. Serves as the library's executive officer and liaison to the city government and to the community in general.
2. Serves as the technical adviser to the board, attending all board meetings, reporting on library activities and important issues, and participating during discussions and decision-making processes.
3. Recommends and implements library policies, as approved by the board.
4. Prepares a draft of the annual library budget for board discussion and approval and participates in the presentation of the adopted budget to local officials.
5. Receives and expends library funds according to established guidelines, and maintains accurate and up-to-date financial records.
6. Looks for new revenue sources and collaborations with other libraries or organizations.
7. Ensures the care and maintenance of the library building and grounds.
8. Hires, supervises, and evaluates all employees and volunteers who work in the library, and terminates employment, if necessary.
9. Establishes and maintains a staff manual of library procedures.

10. Demonstrates leadership within the organization: takes initiative, solves problems, effects change through the action of others, and encourages staff development through a positive work environment.

11. Prepares the state annual report for review and approval by the library board.

12. Orients new trustees and serves as a resource for trustee activities.

B. Collection Management

1. Selects or directs the selection of materials for all media and all interest groups, based on the library's approved collection development policy.

2. Oversees cataloging and classification of library materials according to accepted standards and maintains the public catalog and associated technology.

3. Provides for processing materials to provide appeal, protection, and control.

4. Considers acquisitions and withdrawals within the context of the local community and the space limitations of the current facility.

5. Periodically reviews the collection development policy and makes recommendations to the library board for revisions.

C. Service Promotion and Programming

1. Coordinates and directs a balanced program of library services to meet the immediate and long-range goals of the library, promoting library usage to a variety of interest groups.

2. Evaluates the effectiveness of library services in relation to the changing needs of the community and responds accordingly.

3. Keeps current with emerging technologies, equipment, and resources and their application within the library environment both to improve the daily operations of the library and to keep the library proactive in its service to the public.

4. Prepares news releases and submissions to the media to announce new or special services and events that spotlight the library.

5 Sets goals for service and programming and defines expectations for staff performance.

6. Provides in-service programs for employee training and development, encouraging staff input.

7. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities.

II. Desired Skills

- A. Effective interpersonal skills, including creative and diplomatic management and motivational leadership abilities.
- B. Highly developed verbal and written communication skills, including the preparation of comprehensive and accurate reports.
- C. Thorough knowledge of the philosophy and techniques of all facets of public library service.
- D. Ability to supervise staff and delegate responsibility in an effective manner.
- E. Considerable knowledge of computer operations and data communications.
- E. Ability to establish and maintain appropriate priorities, make administrative decisions, and meet deadlines.
- F. Ability to work within a confidential environment.

III. Education, Experience and Certification

- A. Bachelor's degree required. MLS from an ALA accredited institution preferred.
- B. Five years of progressively responsible public library experience, or experience in a related field with comparable demands and responsibilities.
- C. Three years of administrative experience.