Director

**General Description**  
Highly responsible strategic work involving the direction of a broad range of public library functions:

Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The position is also invested with making the most difficult library technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

**Supervision Received**  
Works under the administrative direction of the Library Board of Trustees

**Essential Job Functions**

* Directs the operations of patron services
* Evaluates and administers library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information
* Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
* Directs the development, repair and maintenance of the Library building
* Prepares regular narrative and statistical reports for the Library Board of Trustees, and others as designated; assists in preparing meeting agendas and materials and participates in Library Board of Trustees meetings
* Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment
* Prepares staff schedule
* Prepares the annual budget and presents and defends budget requests before the Library Board of Trustees
* Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets; prepares bills for Treasurer
* Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs for the community and assists in coordinating interlibrary program efforts
* Provides reference and reader's advisory services on a regular basis to library patrons
* Directs the training of library staff in technical and administrative library skills
* Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations
* Represents the library on regional and state committees and serves as the community’s authority on library issues
* Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
* Performs related work as required

**Knowledge, Skills and Abilities**

* Thorough knowledge of the principles and practices of public library functions
* Thorough knowledge of the principles and practices of public administration as applied to a public library
* Thorough ability in oral and written communications
* Thorough ability to administer the activities of a public library and to supervise the work of others
* Thorough ability to create, maintain, follow budget guidelines as set by the Board of Trustees
* Thorough ability to make decisions in an environment of limited resources and competing claims
* Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

**Qualifications**

* Master's Degree in Library Science from an accredited college or university
* Five years of progressively responsible library administration experience including at least three years in a supervisory capacity, OR, an equivalent combination of education and experience substituting on the basis of one year for each year of education

**Physical Requirements**

* Ability to move and/or lift materials up to 25 pounds
* Ability to push a loaded book truck weighing up to 300 pounds
* Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
* Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
* Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
* Vision and hearing at or correctable to "normal ranges"
* Occasionally required to attend off-site meetings