**Library Director**

**Position Description**

1. **Primary Function**

Under the policy guidance and direction of the Genoa Public Library District Board of Trustees, the Library Director will serve as the Administrator of the Genoa Public Library District. All employees of the Genoa Public Library District are under the supervision of the Library Director.

1. **Organizational Relationship**

The Library Director of the Genoa Public Library District reports to the elected Board of Trustees of the Genoa Public Library District.

1. **Work Activities**
2. Personnel.
3. Interview, hire, orient and train all library employees. This includes training in compliance with the Illinois Library Records Confidentiality Act.
4. Assign work responsibilities to all classifications.
5. Schedule all employees and approve work hours submitted for payroll including vacation scheduling.
6. Maintain payroll records to include paid vacation hours available to each staff member.
7. Conduct annual evaluations of all employees.
8. Perform tasks of all classifications as needed.
9. Conduct monthly staff meetings.
10. Financial
    1. Work in conjunction with the Board of Trustees to create an annual Working Budget.
    2. Work in conjunction with the Board of Trustees and library attorney to create an annual Budget and Appropriations Ordinance.
    3. Work in conjunction with the Board of Trustees and library attorney to create an annual Tax Levy.
    4. Work in conjunction with the library attorney to assure compliance with all publication requirements and deadlines for required annual financial and reporting documents.
    5. Work in conjunction with the Board of Trustees to create a Salary Schedule.
    6. Reconcile daily income and prepare deposits.
    7. Prepare invoices for payment by providing code information to the accountant or bookkeeper.
11. Administration
    1. Collect and maintain necessary statistics. Prepare and, with Board approval, submit the Illinois Public Library Annual Report (IPLAR) and District supplements as required by law.
    2. Collect and maintain necessary statistics. Prepare and, with Board approval, submit the annual Illinois State Library Per Capita Grant application.
    3. Participate in planning activities such as Strategic Planning, Technology Planning, Space Development and Utilization Planning, Annexation Planning, Program Planning, and Financial Planning
    4. Work in conjunction with the Board of Trustees to create and maintain relevant Policies and Procedures in accordance with local need, Serving Our Public, and other professionally recognized guides.
    5. In conjunction with the Head of Adult Services and Technology, make recommendations to the Board of Trustees regarding changes to equipment including, but not limited to, all types of computing equipment, photocopiers, and phones.
    6. Create a work environment that encourages professionalism, innovation, and cooperation.
    7. Participate in and supervise collection development.
    8. Apply for grants would be beneficial to the library.
    9. Responsible for approving content on all promotional activities including print and online activities.
    10. Work to create cordial relationship with City Council, Main Street, Chamber of Commerce and other appropriate organizations.
    11. Participate in RAILS activities including Committee work, and regional groups.
12. Public Service
    1. Be attentive to library trends and their local implications.
    2. Be responsive to suggestions from within the Library District with regard to programming and collection development while providing programming and collection support to the diverse interests of the library district.
    3. Be and advocate of library service when addressing patron complaints or concerns.
13. Continuing Education
    1. Monitor and make use of continuing education opportunities that would benefit library service through additional staff or Director training.
    2. Make clear to staff that they are encouraged to take advantage of additional training when directly related to their library employment.
14. Clerical
    1. Responsible for all ordering.
    2. Responsible for approving all forms created for internal use.
    3. Prepare monthly reports for distribution at Board of Trustees meeting.
    4. In cooperation with the President, Board of Trustees prepare all meeting agendas.
15. Other duties as assigned

EDUCATIONAL REQUIREMENTS

Minimum requirement as defined by RAILS Membership Requirements in order to sustain Genoa Public Library District Full Member status in RAILS.

PREFERRED QUALIFICATIONS

1. Ability to analyze the needs of the community and maintain a collection of books, periodicals and other items in a variety of formats.
2. Knowledge of bibliographic principles, reference materials, and electronic resources.
3. Excellent communication skills in order to train staff and communicate effectively with patrons.
4. Ability to react nimbly to a rapidly changing environment and a willingness to adapt to the evolving, and sometimes temporary, needs of the organization.