

Job Title: Library Director

Job Purpose: To develop and implement the overall goals and objectives of the library, providing library services, facilities, technology, and personnel that meet the needs of the community.

Job duties:

The Library Director is directly responsible to the library board.

Develops the overall vision, goals and objectives of the library, integrating the ideas of the public, board and staff.

Manages the finances of the library and the foundation, monitoring current expenditures and revenue, forecasting future trends, and developing annual budgets and long range financial plans.

Develops and coordinates the implementation of major projects that impact on all areas of library operations and services.

Directs and evaluates the work of the assistant library director and the department heads.

Develops and implements library policy and procedures. Takes the ultimate responsibility for resolving administrative and procedural emergencies.

Prepares reports and recommendations for the library board.

Develops professional skills, knowledge, and abilities through workshops, conferences, professional affiliations, and examination of professional literature. Uses this knowledge to analyze and improve the library's public services, facilities, technology, staff development, and up-date the library board on current methods and trends.

Consults with the assistant library director regarding the development and implementation of the personnel management program. Is directly involved in the selection and training of key management personnel.

Represents the interests of the library to the community, and other governmental and professional organizations.

Handles operational details in the absence of the assistant library director.

Provides other services as necessary to support operations, such as: meets with the library boards, serves as liaison to the Downers Grove Public Library Foundation and Friends of the Library, speaks to community and professional groups, is active in state and national library associations, responds to emergency calls from fire and police in the night, handles critical incidents with the public and staff.

Duties require an understanding of the operation of the entire library. Serious complaints are handled by this employee. Good judgment is important to protect the image and resources of the library. Deals primarily with questions of policy and library practice. Regularly involved in project development. Coordinates work of the department heads, indirectly supervises work of general staff as needed.

Skills: Required: This is a professional position which requires an MLS and broad knowledge of the principles and practices of librarianship. Excellent administrative, financial planning, communication, and personnel management skills. Ability to speak to diverse groups concerning library affairs. Ability to handle critical incidents and resolve conflicts involving patrons, staff, materials, or facilities. Ability to participate in meetings and conferences outside of normal working hours. Ability to inspire and lead staff. Initiative, awareness and vision in developing library services. Eight years of public library experience in increasingly responsible positions, including at least four years at the management level.

Preferred: Experience in library technology and fundraising.