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| **Title**: | Director |
| **FLSA Status:** | Exempt |
| **Reports To:** | Library Board of Trustees |
| **Jobs Supervised:** | Assistant Director, Department Coordinators for Adult Services, Youth Services, and Circulation/Technical Services. |
| **Job Summary:** | Responsible for Board relations, operation and maintenance of the library building and grounds, including directing staff; providing library collections, programs and services; preparing budgets and monitoring expenditures of funds; implementing the strategic plan; and community relations. |

**Duties and Responsibilities**:

*Functions as chief executive officer of the library.*

Recommends, develops, implements, provides supervision for and reviews policies and procedures approved by the library board.

* Provides leadership to the staff in interpretation and implementation of library policies.
* Regularly informs the board about library activities and makes them aware of trends and problems.
* Provides professional expertise and guidance to the board.
* Advises the board on operational, staffing, and facilities needs.
* Maintains records and documents necessary for administration and legal compliance of the library

*Administers the overall program of library service to the residents of the service area.*

* Works with the staff to develop and implement procedures and programs for both public and internal support services.
* Is responsible for the planning, evaluation, and implementation of automation systems to meet the library’s needs.
* Purchases and recommends for purchase equipment and materials for library and patron use.
* Provides a quality collection of materials in a variety of formats to meet the needs of the community.
* Works with the staff to provide a wide variety of programs to meet the needs and interest of the community.
* Develops partnerships with local business and agencies to support library services and programming.
* Assures that the library environment is pleasant and the facility and services are easy and convenient to use.
* Assures that the staff is responsible to the needs of patrons and deals with them pleasantly and professionally.

*Administers library staff.*

* Determines staffing requirements.
* Oversees the evaluation of the library staff.
* Interprets board policy to the staff.
* Counsels and advises the staff on personnel and patron problems.
* Encourages staff development by providing opportunities for continuing education and professional participation.
* Maintains awareness of current trends in librarianship and communicates that to the staff.
* Communicates staff concerns to the Board.

*Oversees the development of library collections.*

* Has ultimate responsibility for selection of materials and for developing and maintaining collections that address community needs, fit within the physical space available, and can be afforded in the library budget.
* Recommends creation or deletion of collections depending on need, space, and funding.
* Assures that library materials are properly cataloged, processed, shelved, and made available for patron use.

*Administers budget and reporting system.*

* Develops the annual budget.
* Initiates, coordinates, and implements the strategic plan.
* Identifies and develops sources of non-tax revenue, including grants and gifts.

*Oversees management of library property.*

* Plans for improvement and maximum utilization of the facility.
* Maintains an inventory of library furniture and equipment.
* Maintains emergency response plan.

*Directs public relations for the library.*

* Represents the library and the board in the activities of community organizations.
* Promotes the library to local media and community outlets.

*Fulfills other obligations to the library board.*

* Attends library-related conferences and meetings.
* Keeps abreast of trends and developments pertaining to librarianship.
* Maintains statistics of library use and reports regularly.
* Provides an annual summary of accomplishments.
* Performs other duties as assigned.

**Contacts**:

All library employees, Board of Trustees, volunteers, public officials, members of the public, peers in other libraries and other professional organizations, and the press.

**Working Conditions:**

Normal office conditions

**Physical Demands:**

* Requires full range of motion, including standing, sitting, or walking for extended periods.
* Requires manual dexterity and eye-hand coordination to move materials or operate automated equipment.
* Must be able to lift boxes of books, paper, or other items.

**Education, Experience and Skills Required for Entry Into the Job**:

* MLS from ALA-accredited program.
* 5 years of library experience.
* Management experience including supervising personnel, budgeting, automation and strategic planning.
* Exhibits integrity and a personal commitment to high standards in public service.
* Knowledge of financial, accounting, and bookkeeping practices and principles.
* Demonstrated expertise in Microsoft Office applications.

**General requirements for all library employees:**

* Commitment to the library’s mission and goals.
* Commitment to providing uniformly gracious and friendly service to all people.
* Ability to establish and maintain harmonious working relationships.
* Ability to read, write and speak English.
* Ability to give and receive instructions in English.
* Alpha-numeric recognition skill.
* Ability to exercise good judgment.
* Ability to use basic office equipment.
* Honest, punctual, accurate, and able to maintain confidentiality.
* Ability to pass a criminal background check.

**Special Requirements**:

* Driver’s license, proof of insurance and access to a vehicle.
* Schedule includes monthly evening meetings.