

## **Library Director Position Description**

### **Statement of Duties:**

Director administers all aspects of library service with a high level of independent responsibility and accountability. Oversees the daily operations of the Library and exercises authority with regard to personnel, financial management strategic planning, library automation and expanding information technologies, building facilities, purchasing, collection development, and community (public) relations. Director must be able to establish effective relationships with employees, board members, and the community.

### **Distinguishing Features of the Position:**

This position reports to the Library Board of Trustees. Typical work week is approximately 40 hours a week.

### **Examples of work (illustrative only):**

#### **Responsibilities to Patrons:**

- Provides a quality collection that meets the needs of the public
- Envisions and interprets community needs, developing new programs and services for all segments of the community
- Assures that the staff is responsive to the patrons and deals with them in a pleasant and professional manner
- Resolves complaints from the public, staff and Library Board
- Assures that the library environment is pleasant and that the facilities and services meet patron needs and are easy to use

#### **Responsibilities to the Board:**

- Recommends policies and advises the Board on operational, fiscal, staffing and facilities matters
- Meets with the Library Board and its committees to discuss and plan policy recommendations
- Keeps the Library Board informed on matters pertaining to libraries
- Prepares reports, collects data and submits them to the Board
- Establishes priorities and makes recommendations to the Library Board
- Works closely with the Board to carry out their directives
- Prepares agendas for Library Board meetings
- Assists in the orientation and education of Board members
- Maintains confidentiality of Board matters
- Performs other duties as may be assigned by the Library Board

#### **Fiscal Responsibilities:**

- Develops and recommends an annual budget
- Administers expenditures of funds within budget constraints
- Performs purchasing functions of the library

- Advises Library Board on financial matters as needed
- Carries out the responsibility for the care, custody and control of all monies of the library including the investment of funds in accordance with State statutes
- Maintains records for proper accounting of funds

### **Collections:**

- Assures that the materials selected and the services provided meet the needs of the patrons and represent a judicious expenditure of funds
- Selects and purchases library materials, equipment and services
- Develops, implements and evaluates library programs and services
- Supervises the efficient circulation of materials to keep them readily available
- Supervises an effective weeding program which assures that the collection is current with the needs of the patrons

### **Staffing:**

- Hires and releases staff, assigns staff duties and defines staff responsibilities, establishes lines of authority and delegates work to library staff
- Assures that personnel are properly trained and promotes individual development
- Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained
- Recommends promotions and salary adjustments to the board
- Informs the Board of disciplinary and possible dismissal actions
- Administers wages and benefits according to policies approved by the Board
- Provides responsive leadership and fair representation of the staff to the Board
- Balances and coordinates all employees and activities into a smoothly operating whole
- Serves on committee along with Library Board members for Union contract negotiations

### **Facilities:**

- Assures that the physical facilities, grounds and equipment are properly maintained, updated and safe for use
- Oversees the library's human, material, equipment and facilities resources
- Evaluates and develops plans for effective allocation and utilization of building space to meet the changing needs of the library
- Oversees Maintenance of library's local area network, computer hardware and software
- Negotiates contracts with vendors for necessary services

### **Public Relations:**

- Maintains contacts with city and school officials to assure that good relationships and communications are maintained
- Communicates the library's services, resources and programs to the community
- Represents the library in the community and governmental, organizational and professional affairs and activities
- Serves as liaison and representative for the library with professional, community, business, civic and government groups and organizations

- Keeps the public informed about library services and activities through the use of in-house publications and newspapers

**Professional:**

- Presents and promotes a professional atmosphere both in and out of the library
- Represents the library through participation in professional library organizations
- Works with other library directors, agencies, groups and organizations to develop and promote cooperation in the delivery of library services
- Keeps abreast of current trends and new professional techniques

**Planning:**

- Develops and recommends an annual operational plan and a long range plan when requested by the Board
- Ensures that plans are carried out within budgetary constraints and at the discretion of the Board

**Required Knowledge, Skills, and Abilities:**

- Master of Library Science Degree from an accredited institution.
- Three years progressively responsible library experience.
- One year supervisory experience.
- Ability to deal effectively with Library Board, staff, public, other professionals and government officials.
- A comprehensive knowledge of public library philosophy, practices, services and procedures and the ability to apply such knowledge to work performed.
- Ability to maintain a productive workforce.
- Knowledge of budgeting, public library finance, and applicable federal and state law.
- Knowledge and demonstrated competence in library automation.
- Ability to interpret community needs.
- Excellent written and oral communication skills.
- Ability to travel to agencies within system and out.
- Ability to analyze and organize information and to solve problems
- Ability to manage and evaluate programs of service.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use

hands and arms. Physical ability to bend, stoop, push, reach, grasp, finger for writing and typing, lift, and carry up to 40 lbs. Ability to listen to and communicate effectively with others in person and on the telephone. Specific vision abilities required by this job include far vision at 20 feet or further; near vision at 20 inches or less; and the ability to adjust focus.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Library Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official or Library Board member has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Library Board.

Approved by Library Board 02-28-17