

Library Director

Statement of Duties

Professional, administrative and supervisory work in directing programs and operations of the Library, and overseeing all library services and resources. Performs other duties as required.

Supervision

Works under the administrative policy direction of the Board of Library Trustees.

Performs highly responsible work requiring the frequent exercise of leadership, independent judgment, and initiative in planning and overseeing the administration of the Library District and in the development and delivery of library services to meet individual, community and regional needs.

Has overall supervisory responsibility for up to 7 employees as well as volunteers. Maintains a close working relationship with the Friends of the Sherrard Public Library District to provide guidance and leadership.

Has access to confidential employee and patron information; bid documents; labor relations information; details of public complaints.

Job Environment

This is a highly public, responsible position. Frequently required to work outside normal business hours; may be required to work on weekends. May be contacted at home at any time to respond to important situations. Rare emergency contact is also required, necessitating response in person to assure safety of personnel, equipment or physical plant.

Errors could result in delay or loss of service and monetary loss, damage to building or equipment, patron dissatisfaction, compromised employee safety, or legal repercussions.

Frequent contact with the public. Other contacts are with other libraries, professional organizations, others towns and school departments, civic groups and the public, financial donors, and safety and health personnel. Is required to influence action and resolve problems. Contacts are by phone, in person and in writing, and require discussion of complex administrative, financial and technical matters.

Essential Functions

The essential functions or duties listed below 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.

Plans and supervises the operation of the library; recommends library policies, programs, and procedures. Responsible for the delivery of public services to citizens utilizing the library, and for the efficient administration and management of the library.

Oversees and monitors staffing levels; assigns personnel, and develops work schedules. Maintains all personnel management functions, including hiring, discipline, and firing; maintains personnel records.

Responsible for long-range planning for library services, meeting all federal, state, and local guidelines; responsible for leading staff in the implementation of this plan.

Responsible for providing the means and direction for staff to access up to date information on improving services and remaining current with emerging technologies and methods of service delivery.

Develops the operating and capital budget for all service outlets.

Responsible for acquiring grants to enhance all aspects of library services.

Manages funds appropriated or granted from all sources. Assures appropriate fiscal monitoring and reporting. Prepares monthly or annual written reports as required by the Board of Library Trustees.

Promotes library services to the community, including participation in various civic organizations, speaking to groups, and meeting with individuals. Promotes and publicizes library activities.

Represents the library at state/regional conferences. Promotes the library's interests in local, regional, state and national libraries. Represents the library at ceremonial occasions. Attends a variety of state and regional professional meetings; serves on professional councils and committees; participates in the work of professional and local cooperative library organizations.

Responsible for the selection of books and other library materials, including electronic materials in accordance with policies developed in consultation with the Board of Library Trustees.

Recommended Qualifications

Education and Experience

Master's Degree in Library Science from an A.L.A. accredited school; five years of progressively responsible experience in library work, including three years of administrative or supervisory experience at a public or private library.

Knowledge, Ability, and Skill

Thorough knowledge of:

- Principles and practices of professional library work
- Organization and management of library operations, including administration, policy/procedures, personnel and finance
- A broad range of literature
- Federal and state legislation governing freedom of speech, freedom of information, and copyright, as applied to library practices.

Working knowledge of:

- PC Hardware and software: reference resources and research techniques, included electronic methods
- Current emerging technologies and developments in library automation

- Grant development and implementation; fund-raising and fund management

Ability to:

- Direct the work of professional and non-professional staff
- Work with persons of various backgrounds, ages and abilities
- Set goals, provide leadership, administer discipline
- Prepare and administer budgets; pursue grants; solicit donations
- Communicate clearly orally and in writing; speak to large groups

Physical and Mental Requirements

Work is performed in a typical office environment, subject to quiet or moderate noise. Up to one-third time is spent standing, walking, stooping or reaching with hands or arms. Up to two-thirds of the time is spent using hands to finger, handle or feel objects, tools or controls. The employee is regularly required to lift up to 10 pounds; occasional lifting is required up to 30 pounds; seldom required to lift up to 50 pounds. Specific vision abilities include close vision and the ability to focus. The need to assure safety and health of staff and patrons is sometimes highly stressful. The need to respond to competing needs or resolve conflicts is frequently stressful. Equipment uses include personal computers, office machines.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.