

Library Director

General Statement of Duties

This is a highly responsible administrative position involving the direction of a broad range of public library functions. Work involves responsibility for the management of a rural public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, hiring all library staff, departmental planning and direction, and administration of library activities. The position is also invested with making the most difficult library technical decisions. The work requires that the Library Director have thorough knowledge, skill, and ability in every area of the public library field. This position is exempt from Fair Labor Laws.

Supervision Received

The Library Director is supervised in general by the entire Board of Trustees, and in particular by the Chair of the Board.

Supervision Exercised

The Library Director is responsible for all of the employees, community service workers, and volunteers working at the library.

Physical Requirements

Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal and must be able to shelve and/or retrieve books from top and bottom shelves. Must be able to lift forty pounds and carry it across the Library. Must be able to cope with the mental and physical stress of the position. Must provide own transportation in the conduct of duties.

The physical demands are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

Experience and Training

This position requires an ALA-MLS and at least five years of professional experience, including a minimum of two years at a senior level or in management.

Approved July 18, 2017