

Job Descriptions

POSITION: Library Director

DATE: May 30, 2013

DEPARTMENT: Library

ACCOUNTABLE TO: Library Board of Trustees

SUMMARY OF WORK

This position supervises and administers the delivery of library services to the public and the community, supervises staff and volunteers, prepares budgets and schedules. Work varies, requiring independent judgment and initiative within a framework of established general policies. In addition, this position is responsible for all facilities, equipment and materials. Provides general library services for all library users.

JOB CHARACTERISTICS:

Nature of Work: This position involves complex administrative, supervisory and professional duties requiring adherence to professional standards of accuracy, confidentiality, integrity and tact. Planning and coordinating activities related to library operation. Position requires ability to move and shelve heavy books. Position may be required to work a varied schedule including evenings and some weekends. Some travel is required.

Personal Contacts: Continual contact with the staff, volunteers, the public and routine contact with the Board, and other librarians. There will be occasional contact with the Friends of the Library and other community organizations.

Supervision Received: Direction from the Board.

Supervision Exercised: Direct supervision of departmental employees and volunteers.

Essential Functions: Position requires ability to plan, implement, and evaluate services, communicate orally and in writing, read written material, calculate mathematical figures, maintain files, train staff and volunteers, automate library functions, and operate library machines and equipment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE :

Specific Duties:

- Supervises the daily operation and services of the library for the community.
- Prepares reports and statistics as required by the State Library and local government.
- Serves as public liaison for the library.
- Responsible for library staff.
- Serves all library users and performs related duties as required.

General Duties:

- Routine librarian duties.
- Complies with all city and library policies.
- Performs other related duties as required.

JOB REQUIREMENTS

Knowledge: This position requires a thorough knowledge of library practices; programs, procedures and techniques; a working knowledge of the laws, regulations, city policies and library policies pertaining to services, the principles and techniques of budget preparation, personnel management and computer literacy; and a limited knowledge of building maintenance.

Skills: This position requires the use of library equipment, computers and automation equipment.

Abilities: This position requires the ability to work well with people; to plan, direct, and regulate library services; to demonstrate initiative; to solve problems; to maintain confidentiality; to stay abreast on new legislation and/or procedures affecting library and services; to prepare accurate reports; to keep the Board informed; to communicate effectively orally and in writing; to follow verbal and written instructions; to establish effective working relationships with staff, volunteers, trustees, public and the community.

EDUCATION AND EXPERIENCE

- Current state certification is required or must be obtained within 2 years of employment.
- High school diploma
- Computer literacy

OTHER REQUIREMENTS

Must have a valid driver's license; must have a personal vehicle and vehicle liability insurance; must be able to travel.

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the following requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Measured progress of goals and objectives set forth by the library trustees.
- Plans, implements, and evaluates library services.
- Maintains and promotes good public relations and library services.
- Keeps Library Board of Trustees informed on pertinent issues and submits sound recommendations and policies regarding short and long term needs.
- Level of adaptability as required for library services.
- Delegation of authority to staff and volunteers.
- Presents a comprehensive library based on an appropriate mix of library materials.