2017 Staff job Descriptions:

Job Title: Library Director

Reports/Accountable to: Library Board of Trustees

Duties and Responsibilities of the Director:

The Director is the CEO of the Library responsible for administrative management, fiscal oversight, implementation of policies and staffing. The Director works closely with the President and Board of Trustees in regard to current management and future planning, serving as an informational resource and implementer of actions.

The Director shall:

- Act as an advisor to the Board on all elements of the library’s management, operations and service program and will assist the Board in decision making by supplying statistics, reports, comparisons, research materials, laws, and trends as necessary.
- Recommend the hiring of all staff, supervise staff work, and formally evaluate staff annually.
- Recruit, train, and supervise volunteers.
- Recommend policies for the Board’s review and consideration as well as develop procedures to implement Board policy.
- Regularly report to the Board about current status of the library service program and develop and recommend plans to improve, extend and expand library services.
- Develop and recommend an annual budget for the library, in consultation with the Board, oversee the financial operations and reporting of the library and regularly report to the Board about the status of the library’s finances.
- Oversee the selection and ordering of all library materials and the scheduling of all library programs.
- Develop and recommend plans to improve the library facility and oversee the regular upkeep and maintenance of the library building and grounds.
- Stay current on library specific trends, laws, regulations, and other topics that impact library operations and services.
- Serve as spokesperson for the library as well as develop and oversee the library’s public and media relations plan.