

JOB DESCRIPTION

Revised 12/6/94; 9/21/04

Adopted 8/22/18

TITLE: LIBRARY DIRECTOR

NATURE OF WORK

This is an administrative, professional position. The essential function of this position is responsibility for all library operations, including the management of a public library collection and the provision of library services to patrons. The position reports to the Spring Lake District Library Board of Trustees. The Library Director coordinates the activities of library-related organizations to enhance library service to the community. The work requires that the employee have thorough knowledge, skill and ability of the public library field.

EXAMPLES OF WORK

Listed examples are illustrative and representative of the tasks required of this position but are not intended to be complete or exclusive of the position.

Administration and Management

- The Director provides leadership by maintaining a high professional standard, by creating an atmosphere where customers and staff alike feel welcome and valued, and by leading an effective team of employees dedicated to the Library's mission.
- Analyzes, plans, develops and promotes library services.
- Manages and directs all administrative support functions of the Library, such as financial administration; personnel management; and facility operations.
- Works closely with Library staff; the Library Board; relevant government departments and officials; local cultural and educational organizations; as well as with other libraries and professional organizations to provide the best possible library service to the community.
- Works with staff and board on short and long-range planning and implementation of adopted plans.
- Participates in millage planning.
- Advocates for the library on local, state and national library related issues.
- Develops new or revised policy recommendations to present to the Spring Lake District Library Board.
- Prepares board meeting agenda, attends board meetings and implements board decisions.
- Prepares financial, use statistics, and other reports for the board.
- Reports at each board meeting and keeps the Board informed of the Library's progress and problems
- Works with Board on board development and training.
- Serves as ex-officio member of board committees.
- Monitors, oversees and evaluates the cost and adequacy of insurance coverage, and other service contracts and provides recommendations to the board
- Serves as the Freedom of Information Act Coordinator

Finance

- Prepares library budget for approval by the Spring Lake District Library Board.
- Monitors and approves expenditures within approved budget
- Supervises bookkeeping for the library and works with the library accountant to handle the annual audit and other financial matters.
- Oversees library payroll.
- Works with the Spring Lake District Library Board on investment of library funds.

Human Resources

- Manages library staff including evaluating, hiring, training, scheduling, administration of discipline, and firing as well as delegating some duties to appropriate staff.
- Works with staff on staff development opportunities.

Facility & Grounds

- Oversees maintenance of building and grounds.
- Promotes an inviting physical atmosphere in the library.
- Consults with architects, planners, contractors, janitorial services and maintenance workers on facility and grounds development and maintenance.
- Plans for improvement and maximum utilization of facilities

Outside organizations

- Works with the Friends of the Spring Lake District Library to support library services.
- Represents the library at Lakeland Library Cooperative meetings and participates in cooperative committees as well as statewide groups such as the Michigan Library Association or Library of Michigan sponsored groups.
- Becomes involved in community groups and organizations as approved by the Library Board for the purpose of promoting library services and increasing the value of the library in the eyes of the community.

General duties

- Performs library service activities such as reference desk service when needed.
- Performs related work as required.
- Responsible for resolving a wide range of routine and non-routine issues and difficult situations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Qualifications

- Master of Library and Information Science degree from an accredited college or university.
- Eligible for a Librarian's Professional Certificate (Level 2 or Level 1) from the Library of Michigan as required by state law for a Class IV library or the ability to qualify for certification.
- At least 5 years of library experience, including administrative and/or supervisory experience in a public library or equivalent environment.

Knowledge and skills

- Ability to lead, manage, motivate and evaluate library staff.
- Ability to travel on library business or for professional development as needed
- Working knowledge of the principles, methods and practices of public library operations.
- Communication skills necessary to represent the needs of the library to the public and the governing board.
- Ability to deal effectively and courteously with the public, library staff, community groups and others.
- Ability to use initiative in creating and implementing plans for the library
- Skills and abilities in computer usage.
- Enthusiastic customer service philosophy.
- Excellent written and oral communication skill.
- Computer skills, including familiarity with Microsoft Word, Excel, and Power Point.
- Strong organizational and creative problem-solving skills.
- Knowledge of federal, state and local laws that impact library operation.
- Knowledge of professional public library operations.
- Physically and mentally capable of performing all the duties of the position.

NOTE: May be required to possess and maintain a valid Michigan driver's license and provide and operate a motor vehicle in the performance of the official duties of the position.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Interest in trending library services and technologies.
- Experience with millage campaigns.
- Knowledge and experience with public building and grounds maintenance.
- Experience working with a shared ILS

STANDARD PHYSICAL REQUIREMENTS

- Good speaking, hearing and vision ability, excellent manual dexterity, ability to lift and carry up to 10 pounds occasionally.

WORKING CONDITIONS

- Work is performed in a typical library environment. Full-time position.