



TITLE: DIRECTOR

REPORTS TO: The Board of Trustees

FLSA: Exempt

DATE: May 2019

JOB SUMMARY:

Functions as the chief operating officer of the library, providing a high level of customer service to staff, vendors, and the community. Assumes major administrative responsibility for implementing Library Board Policy, and works closely with the Deputy Fiscal Officer to ensure sound financial operations that comply with the policies and decisions of the Board of Trustees. Ensures actions are taken based on the Mission, Vision, Values, and Strategic Plan as established by the Board of Trustees. Serves as the leader of the Operations Team.

PRIMARY ESSENTIAL FUNCTIONS:

- Guides the Operations Team in planning, organizing, and staffing the library based on the Board-approved Strategic Plan, available resources, and in accordance with local, state, and federal statutes.
- Oversees and evaluates library programs and services, seeks and interprets community needs, and develops new programs and services for all segments of the community.
- Promotes library services, resources, and programs, and represents the library at community, governmental, professional, and other organizations.
- Recommends policies and advises the Board on operational, fiscal, and staffing matters, keeps Board informed on matters of interest and trends in public libraries.
- Collaborates with Deputy Fiscal Officer to develop a long range financial plan and annual budget, administers expenditures of the funds within budget constraints, and works to ensure financial reports are accurate, timely, and complete. Provides support for Library levies.
- Explores opportunities to improve efficiencies and maintain effective systems for service, manages change for a positive benefit to the library.
- Develops staff appropriate to the Mission, Vision, and Values of the library, recommends personnel actions to the Board.
- Serves as member of the Library collective bargaining team with designated Board members and Human Resources Manager.

ADDITIONAL RESPONSIBILITIES:

- Ensures activities yield maximum return on investment.
- Prepares building programs and strives to achieve effective and efficient capital projects.
- Evaluates plans for effective allocation and utilization of building space to meet changing needs.
- Assists with facilities management to provide properties that are pleasant, safe and well-maintained.
- Negotiates contracts with vendors for necessary services.
- Works with the Friends, foundations, and individuals to acquire additional resources.

- Prepares content for monthly and annual reports, highlights, and statistical reports, as needed.
 - Responds to patron and staff suggestions and resolving complaints as needed.
 - Encourages open communication at all levels within the organization.
 - Handles sensitive communications and documents with tact, finesse, and confidentiality according to policies and practice.
 - Supervises and evaluates direct reports providing developmental and corrective feedback.
 - Actively participates in a variety of community organizations and activities.
 - Attends Library Board meetings and appropriate committee meetings.
 - Follows library safety and emergency policies and procedures.
 - Performs other duties as assigned.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven effective leadership in creating a collaborative environment where excellence can thrive.
 - Skilled in strategic planning, implementation, and evaluation, with knowledge of current library practices and alert to future trends.
 - Strong advocate able to articulate library value, and build interest in and support of library usage.
 - Productive problem solving, work flow analysis, and decision making.
 - Effective interpersonal skills, including the ability to create and maintain positive relationships with staff and within the community.
 - Excellent communication skills and an aptitude for public speaking.
 - Demonstrated record of sound fiscal management and budgetary planning.
 - Valid Ohio driver's license and proof of insurance required.
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EDUCATION AND EXPERIENCE:

- Master's degree in Library Science from an ALA accredited programs or related Master's degree.
- Minimum of seven years of progressively responsible administrative experience.
- Minimum of ten years of experience providing service in a comparable library environment.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS:

- Work is performed in an office-like setting, but with need for considerable mobility to include walking, bending, sitting, stooping, and lifting up to 20 pounds.
 - Manual dexterity sufficient to perform general typing and computer skills.
 - Calm and focused handling of interruptions and distractions.
 - Periodic intense concentration and sustained viewing of a computer monitor.
 - Must be able to work evenings or weekends as required.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.