



JOB DESCRIPTION

Classification Title:	Director
Agency:	Administration
FLSA Status:	Exempt
Employment Status:	Full-Time
Reports to:	Board of Trustees (or as appointed by same)
Direct Reports:	5
Financial Responsibility:	Yes
Updated:	October 2010

General Purpose: This position is responsible for the overall day-to-day operations of the Library, including its Main Library, its 17 branch libraries, and all other supporting departments and functions within it. In this job, the Director must perform these responsibilities in accordance with the mission of the Library; the policies, practices, rules, regulations and guidelines of the Library, as determined by the Board of Trustees; and, in compliance with all applicable federal and state laws, and local ordinances.

All of the duties listed below are considered to be essential job functions for this position. All job requirements listed indicate the minimum level of knowledge, skill or ability, and experience to successfully perform this job.

Essential Duties and Responsibilities: To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed below. Reasonable accommodations will be made for disabled persons covered by the Americans With Disabilities Act (ADA) in accordance with its requirements.

- Administers all functions of the Library, including all public and support services;
- Ensures the efficient overall administration and operation of the Library;
- Oversees the planning, development and implementation of all Library goals and objectives as approved by the Board of Trustees;
- Resolves a wide range of routine and non-routine issues and difficult situations in a timely and professional manner;
- Oversees the preparation and analysis of a variety of reports necessary for the day-to-day operations of the Library;
- Prepares with the Fiscal Officer and in conjunction with the Administrative Team all budgets required for the day-to-day operations of the Library;
- Recommends for confirmation all individuals who shall be hired by the Library;
- Oversees all other personnel functions as delegated by the Board of Trustees including – but not limited to – transfers, demotions, promotions, and terminations;
- Participates in a variety of community organizations;
- Participates in activities in state and national library associations as appropriate;
- Exercises sound executive, and professional skills in decision-making processes;
- Exercises leadership skills commensurate with the position in the effective coordination and operation of the Library and its Administrative Team.

Director (continued)

Qualifications:

- A minimum of five years of progressively responsible senior management experience in the public sector required;
- A master's degree in library science, public administration, or equivalent degree from an accredited program of graduate studies required.

Required Knowledge, Skills and Abilities:

- Proven leadership skills, abilities, and accomplishments;
- Excellent interpersonal skills, including consensus building;
- Possesses an ability to analyze community needs and to develop and maintain programs to meet those needs;
- Demonstrated PC experience;
- Possesses an ability to work in a collegial, team environment;
- Possesses outstanding documented written and verbal communications skills;
- An ability to work in a changing and fluid environment;
- An ability to represent the Library to a wide variety of agencies, organizations, and communities;
- An ability to understand the use of and implementation of technology.

Other Work Considerations:

- General office/library environment;
- Work is subject to frequent interruptions requiring flexibility and adaptability to change;
- Work may involve travel between Main and Branch Libraries and throughout the state;
- Some repetitive motion in the operation of a PC;
- May require working irregular hours, including evenings and weekends;
- Works with library staff, members of the public, customers and community agencies and organizations.

The above job description is intended to describe the overall nature of this position. It is not intended, nor should it be considered as an exhaustive list of all responsibilities, skills, or efforts required for this job.
