



Barberton Public Library Job Description

Title: Director

Department: Administration

Reports to: Board of Trustees

Exemption Status: Exempt

Effective Date: 01/01/2017

Summary

Manages and oversees all operations of the library to ensure the highest possible quality library service to the community. Performs all duties in compliance with the statutes of the State of Ohio, state auditing requirements, policies and decisions of the Board of Trustees. Complies with all legal and procedural regulations for all business and human resources operations. Manages the work of subordinates, ensuring compliance with state and federal standards. Develops, implements and monitors policies and procedures. Builds positive relationships within the community.

Level of Work

Establishes operational goals and plans. Develops, interprets, adapts and applies general policies, principals and procedures to meet those directives. Sets business and organizational performance objectives. Has authority to make budgetary decisions with approval by the Board of Trustees. Solves complex problems that have significant impact on the library and is the chief executive officer of the organization.

Job Dimensions

Number of Direct Reports: 5 FTEs

- Children's Services Manager
- Customer Services Manager
- Public Relations Associate
- Reference Services Manager
- Technical Services Manager

Number of Indirect Reports: 15.25 FTE

- Librarians
- Library Assistant
- Customer Services Assistants
- Technical Services Assistants
- Building Superintendent
- Custodial Assistant
- Pages

Primary Responsibilities

(Listed in order of priority, from most important to least important)

| | % of Time Spent |
|---|------------------------|
| ▪ Inform and advise the Board of Trustees on all operational issues. | 15% |
| ▪ Recruit, select, evaluate, support, manage, and discipline staff. | 25% |
| ▪ Maintain the official copy of all Board action and pertinent documents. Serve as liaison to, and secretary for, Board committees. | 10% |
| ▪ Build strong community relationships through public speaking, serving on community boards, committees, and civic organizations. | 20% |
| ▪ Develop annual budget in consultation with the Fiscal Officer and ensure compliance with Board authorization. Authorize expenditures for library materials, supplies, equipment, and contracts. | 10% |
| ▪ Accurately maintain Board-directed and State Library reports and statistics in a timely fashion. | 5% |
| ▪ Collaborates with the Fiscal Officer and management team to coordinate the daily management of the library. | 15% |

Education/License Requirements

- Master's degree in library science from an American Library Association accredited university
- Valid Ohio driver's license and reliable means of transportation
- Ability to become bonded

Experience Requirements (Skills, Knowledge and Abilities)

- Minimum of 5 years prior professional library experience at progressively responsible levels
- Demonstrated ability to directly supervise staff.
- Ability to communicate effectively in written and oral form.

Core Behavioral Attributes

Mission Statement

Our mission is to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

Core Values

- Lifelong learning and individual enrichment which both educates and stimulates creativity and imagination.
- Trustworthy information handled with integrity.
- Intellectual freedom and open access to library information and resources.
- Excellent service that is innovative, responsive, and inclusive.
- Community collaboration actively working towards the shared goal of making Barberton a healthy, prosperous, and vibrant community.

Our employees actively support the mission, values and initiatives of the library, exhibiting a commitment to:

- Promoting and modeling top quality customer service, and maintaining our standards for service both internally and externally.
- Proactively identifying customer needs.
- Resolving customer service issues with a view on both the short and long-term satisfaction of the customer.
- Working collaboratively with all areas of the library and with the customers to promote positive relations.
- Ensuring that the library provides an inviting, comfortable and well-maintained space for patrons to enjoy.

Physical Demands

Nature of work requires an ability to operate a computer and standard business office equipment, and to position self and move about in order to access work materials and office machinery. Requires ability to identify, communicate and exchange information, collect, compile and prepare work documents, and set-up and maintain work files. Must be able to occasionally move up to 30 lbs.

Working Conditions

Majority of work performed in a general office environment. May require evening and weekend hours. Also requires periodic participation and attendance at library-sponsored events and/or meetings.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Barberton Public Library. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

Employee Acknowledgement

I have read this job description and discussed it with my supervisor.

Employee

Date