

**Daniel Boone Regional Library
Position Description**

Job Title:	Director	Date Prepared:	2016
Job Class:	Administrative Head	Approved By:	
Department:	Administration	FLSA Status:	Exempt
Reports To:	Board of Directors	Grade:	

Primary Purpose

Under the general guidance of the Board of Trustees, develops and maintains a library service program directed to the needs of the different populations throughout the Daniel Boone Regional Library (DBRL) system.

Essential Duties and Responsibilities

Oversees and directs the Library's operations.

Ensures the delivery of high quality library programs and services throughout the regional system.

Works in conjunction with the DBRL Board of Trustees to develop and maintain short and long term plans for the Library.

Act as technical advisor to the board; recommend needed policies for board action.

Employs all personnel, supervises their work, and maintains positive working conditions.

Implements the policies of the library as adopted by the board.

Interprets and explains Library policies, procedures, and programs to the public and staff.

Presents and implements plans for library services.

Prepare and present to the board regular written reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library's programs.

Maintain an active program of public relations; work with the Foundation and Friends groups.

Directs and participates in the development and administration of the annual capital, operating and other assigned budgets; monitors and authorizes expenditures.

Prepare an annual budget for the library in consultation with the board and managers and give a current report of expenditures against the budget at each meeting

Evaluates, determines, and requests additional funds necessary for staffing, equipment, materials, and supplies; develops and schedules equipment purchases and replacements.

Establishes appropriate service levels and allocates resources including staffing accordingly.

Monitors and evaluates service delivery methods and procedures; identifies and implements changes necessary to improve operational efficiency.

Report regularly to the library board, to the officials of state government, and to the general public

Know relevant local and state laws; promote the library's interest in the political process, especially in legislative action.

Serves as a representative of the Library with other outside agencies, community organizations and the media.

Supervise selection and ordering of all books and other library materials.

Responds to inquires involving library related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.

Attend all board meetings and oversee the preparation of minutes of all meetings

Affiliate with the state and national professional organizations and attend appropriate meetings and workshops.

Stays abreast of new trends and innovations in the field of public library management.

Directs, attends, and participates in a variety of meetings, workshops, seminars and conferences; serves on committees as assigned.

Be aware of services of and consultants at state library

Supervise the management of all three library facilities and meet on site with the staff monthly.

Additional Criteria For Evaluation:

Knowledge of and competencies in working with technological advances in library services

Effective work under the direction of the Board of Trustees

Effective performance in supervision, training, and communications (oral and written)

Effective performance in financial management, budget preparation, policy development and negotiation

Evidence of strong interpersonal skills, sensitivity, leadership ability, honesty, integrity and good moral character

Evidence of ability to communicate effectively, to prepare reports, and to maintain objectivity

Ability to travel as needed within the Daniel Boone Regional Library service area

Evidence of interest in professional librarianship

Evidence of a vision of the future for library professionals and library systems.

Knowledge, Skills and Abilities

Understanding of basic library principles, procedures, technology, goal, and service philosophy.

Ability to understand Daniel Boone Regional Library policies and procedures and apply to Daniel Boone Regional Library operations.

Ability to direct and supervise the work of others.

Ability to communicate effectively with staff and public to maintain effective public relations.

Ability to gather statistics, analyze information and write reports.

Demonstrated ability in the area of staff training.

Cognizant of new developments in library services, specifically in Outreach and rural libraries.

Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.

Ability to plan, organize and effectively present ideas and concepts to groups. Ability to assimilate information from a variety of sources, analyze the information and recommend courses of action.

Supervisory Responsibilities

This job is responsible for all employees in the Daniel Boone Regional Library system.

Education and/or Experience

MLS from an accredited institution; ten years increasingly responsible library experience in services to patrons in the library district, plus supervisory experience.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial report, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires extensive movement throughout the building and travel to outlying facilities. A significant percentage of time spent in meetings and with staff.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet