

**FREMONT AREA DISTRICT LIBRARY
JOB DESCRIPTION
LIBRARY DIRECTOR**

Approved December 10, 2002

Reports to: Fremont Area District Library Board of Trustees

Supervises: All Library Staff.

General Summary:

Under the direction of the District Library Board, is directly responsible for the administration and management of the Fremont Area District Library.

Essential Functions:

1. Oversees and evaluates the operation of the library.
2. Develops library policies, procedures, and practices, and implements and administers them upon approval of the District Library Board.
3. Formulates and develops library goals and objectives in conjunction with the District Library Board and plans library services designed to meet them.
4. Works with the Finance Committee to prepare an annual budget for approval of the District Library Board and administers and monitors the expenditure of funds.
5. Supervises the staff of the Fremont Area District Library, directly and through other supervisory personnel.
6. Implements Board personnel policies, including recruiting, interviewing, hiring, orienting and overseeing training of new employees, reviewing, evaluating performance and termination decisions.
7. Maintains confidentiality of all patron records and transactions.
8. Solicits bids for services and purchases, presenting all contracts and recommendations to the District Library Board.
9. Oversees the preparation of timely financial, circulation and department reports for the District Library Board.
10. Publicizes library services by implementing programs for various community groups.
11. Oversees fundraising activities for the library.
12. Enforces library "Rules of Conduct" and takes appropriate action in case of infringement.

13. Represents and maintains active involvement by the Library within the Lakeland Library Cooperative.
14. Represents the Library at meetings and conferences of state, regional and national professional library associations.
15. Writes grant proposals, implements successful completion of funded grants, and writes final grant evaluations.
16. Reviews employee payroll.
17. Approves all purchases for payment.
18. Implements regular library staff meetings.
19. Attends all Board of Trustees meetings.
20. Additional duties/responsibilities as required or assigned by the Library Board.

Physical Requirements:

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

1. Occasionally requires lifting or carrying objects weighing up to 25 pounds for short distances.
2. Requires reaching, including overhead reaching.
3. Requires standing, sitting, walking, using hands to finger and handle objects.
4. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus (vision requirements necessary to do computer work, observe patrons, and supervise staff).
5. Ability to use a computer keyboard and mouse.
6. Hearing and speaking to exchange information in person or on the telephone.

Qualifications:

1. Masters Degree in Library Science from an American Library Association accredited university.

2. At least 5 years experience of responsible library experience in professional library or equivalent work of which at least 3 years shall have been in a supervisory or administrative capacity.
3. Extensive knowledge of current principles, methods, and practices of a public library.
4. Knowledge of community needs and interest levels.
5. Knowledge of print, electronic, audiovisual and information formats, technologies and resources.
6. Ability to plan, analyze, evaluate, supervise and direct library needs and services.
7. Interpersonal and oral and written communication skills necessary to establish and maintain effective working relationships with community leaders, public officials, professional groups, library employees and the general public.
8. Knowledge of hardware and software systems necessary for the operation of the library and management of its resources.
9. Ability to use electronic means of communication and information transfer.
10. Ability to make decisions.
11. Ability to apply rules and procedures as found in the *Policy Manual*.

The above statements are intended to describe the general nature and level of work performed by the Library Director. They are not to be construed as an exhaustive list of all job duties performed by the Library Director. The above listed statements are not to be an exhaustive list of all skills and abilities that may be required to perform the job.