

CROMAINE DISTRICT LIBRARY

Hartland, Michigan

Library Director

REPORTS TO: Board of Trustees

JOB SUMMARY: Under the general direction of the Board of Trustees, is directly responsible for the administration and management of the Cromaine District Library.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

BOARD RELATIONS

Develops and recommends policies to the Board of Trustees.

Informs and advises the Board of Trustees about the activities and operations of the Library.

Serves on all board committees.

Provides orientation to new board members.

ADMINISTRATION AND MANAGEMENT

Implements library policies and procedures.

Employs effective management techniques in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the Library's operations.

Carries out the Library's personnel function: recruiting, overseeing staff training and evaluation, making hiring and termination decisions.

Provides strong motivating leadership; allowing latitude to staff to carry out their responsibilities relatively independently while remaining knowledgeable and accountable for overall organization programs and services.

Directs the maintenance of the Library building and grounds and evaluates future space needs.

FINANCIAL MANAGEMENT

Prepares an annual budget for approval by the Board of Trustees.

Directs and monitors expenditures.

Provides monthly financial reports.

Provides financial revenue and expenditure projections.

PLANNING, ORGANIZATION, AND EVALUATION OF LIBRARY SERVICES

Plans, organizes, coordinates and directs a balanced program of library service to meet the immediate goals and in accordance with the Mission Statement, Vision, and Strategic Plan.

Confers with the public, library patrons, local government and partners, and staff on community information needs and resources; develops programs and services to meet identified needs.

Evaluates the effectiveness of library services in relation to the changing needs of the community.

Analyzes data affecting the library's operation such as legal, physical, and statistical factors.

Keeps up-to-date on current state-of-the-art library trends, services and technology with a view to incorporating them into library operations.

Provides for critical review of internal library operations.

COMMUNICATIONS

Establishes and maintains a program of marketing and public relations to keep the public well-informed of the activities and needs of the library; encourages the use of the Library, its services, materials, and programs.

Serves as official representative of the Library with media and before community, civic, and other groups regarding the objectives and activities of the Library.

Establishes and maintains effective working relationships with other libraries, governmental agencies, civic and community groups, and the general public.

PROFESSIONAL AND STAFF DEVELOPMENT

Participates in professional development opportunities to enhance managerial skills and keep abreast of current new trends and practices in the library field.

Provides and encourages continuing education and professional development for staff and board, keeping up-to-date with innovations in library services, technology, and public administration.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Education, certification and training

Master's Degree in Library Science from an ALA-accredited library school.

Minimum of five years of progressively more responsible and professional experience, including supervisory and budget development responsibilities.

Permanent Michigan Librarian's Professional Certificate or obtain certification within six months.

Skills and abilities.

Ability to effectively communicate with all stakeholders from presenting reports to motivating consensus among stakeholders in written and oral form.

Thorough knowledge of professional library principles, methods, and practices to effectively direct and lead the Library internally and in external endeavors.

Ability to show initiative, exercise independent judgment, to think analytically, and to successfully effect change as warranted. Ability to make administrative decisions, develop policies, and manage human resources in a team/participatory management setting.

Ability to make effective use of current library service, organizational, and communication technologies.

Ability to motivate, establish, and sustain effective working relationships with colleagues, managers, staff, volunteers, other community agencies, governmental bodies, professional groups, and the general public.

Other

Flexibility in scheduling, including the ability to work evenings and weekends.

Ability to operate a motor vehicle.

The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as an expression of absolute employment or promotional standards but as general guidelines and should be considered along with other job related selection or promotional criteria.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, crouch or crawl. The employee regularly must lift and/or move moderate to heavy objects. Specific vision requirement of the job include near vision, distance vision, color vision, and peripheral vision.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential function of the job.