

**Kirkwood Public Library**  
 October 2018  
 FLSA Classification: Exempt

**Position: Library Director**

**Purpose:** Responsible for all aspects of the Library’s administration in support of the Board approved mission statement.

**Reports to:** Kirkwood Public Library Board of Trustees

**Supervises:** Director of Operations  
 Youth Services Manager  
 Director of Adult & Community Services  
 Director of Technology & Online Services

<b>Responsibility</b>
<u>Service:</u>
Develop policies and procedures to maintain and strengthen library service; manage the development and implementation of library goals, objectives, policies, and priorities for each assigned service area.
Seek and develop community relationships that support the mission of the Library.
Communicate a vision of public library service to the public and staff. Direct, develop, and coordinate library public relations and marketing functions including working with the media and developing promotional literature.
Identifies, pursues and supports all fundraising efforts through grant writing, planned giving, underwriting and the annual appeal. Develop grant applications for Library funding purposes, ensure and monitor compliance with required mandates, and monitor expenditures.
Attend and participate in professional activities, stay abreast of new trends and innovations in the field of library management. Provide information and training to staff regarding all new developments within the Library profession.
Act as a liaison between the Library and the community. Maintain good working relationships with other library administrators, professional library associations and library volunteers.
<u>Administrative and Employee Management:</u>
Oversee and participate in the development and administration of the library budget and exercise sound internal control over financial reporting. Approve the forecast of funds needed for staffing, equipment, materials, and supplies, approve expenditures and implement budgetary adjustments as appropriate and necessary.
Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly.
Select, appoint, train, motivate and evaluate administrative and supervisory personnel; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline and termination procedures.
Direct managers to achieve efficient use of library facilities, resources and staff. Direct and oversee management of department employees; including hiring, scheduling, monitoring attendance, evaluating performance, and employee discipline.

Utilize automation and information technology to enhance public access and resource sharing on the local, regional, and national levels. Provide direction in the provision of library programs and services that respond to the needs and demands of the public.
<u>Collection Development:</u>
Manage the library collection through collection development and maintenance.
<u>Board of Trustee Support:</u>
Provide staff assistance to the President and the Board of Library Trustees; prepare and present various statistics, staff reports, and other reports as requested.
Assists the Board in complying with Missouri law and any federal laws which effect library district operations and impact Board bylaws.
<u>Other:</u>
Regular attendance as scheduled and performing tasks as assigned are essential job functions.

**Qualifications:**

1. Master's degree in Library Science.
2. Four years' previous work experience in an administrative supervisory capacity.
3. Technical, professional, financial, and administrative management experience.
4. Experience in a decision making role.
5. Ability to supervise, train, and motivate managers and staff members.
6. Must possess a commitment to a high level of public service to library patrons.
7. Must possess good judgment, analytical and problem solving skills.