

OLD BRIDGE



Position Description:	Library Director
Reports to:	Board of Trustees
FLSA Classification:	Exempt
Supervises:	All Staff

General Statement of Duties: Under the general direction of the Library Board of Trustees the Library Director is responsible for the recommending, identifying, planning, organizing, executing, and evaluation of a comprehensive and effective program of library services to the community of Old Bridge Township. He or she needs to perform all related work as required in conformity with the policies established by the Board of Trustees and the laws of the State of New Jersey.

Responsibilities of this position include but are not limited to the following:

- A. CUSTOMER SERVICE AND COMMUNITY RELATIONS
 1. Works with local community organizations including schools and senior groups to develop and implement programs and services.
 2. Ensures that the Library is represented at the meetings of the Town Council, PTA, and Board of Education and at professional conferences when appropriate.
 3. Cultivates positive relationships with government officials, school administrators, staff representatives, personnel of other Middlesex County Libraries, community groups and organizations.
 4. Maintains an effective public relations program utilizing all media sources. Develops positive two-way communications with the staff and the public.

- B. ORGANIZATIONAL GROWTH
 1. Works with the Board on developing and implementing the Strategic Plans, with short and long term goals for the Library.
 2. Ensures that goals and objectives are understood by staff and reviewed and evaluated annually and that they are carried out or amended when needed.
 3. Encourages the development of new programs and services designed to meet the changing needs of a large community that reflect the mission statement developed for the Library.
 4. Monitors the passport services provided to patrons.
 5. Maintains an up to date knowledge of developments, trends and laws pertaining to Libraries and shares this information with staff and the Board.
 6. Implements Action Plans arising from the Director's annual evaluation.

- C. ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT

1. Supervises the day to day operation of the Library, staff and facilities to ensure thorough and efficient delivery of service to all residents of the community.
2. Prepares job descriptions for the Board's review and acceptance, makes recommendations for hiring or dismissal of staff and assigns duties and responsibilities.
3. Ensures that each staff member is observed on a regular basis and when especially needed and that each staff member receives a written evaluation annually.
4. Takes measures to make sure that the Library is adequately staffed and that the facility is well maintained.
5. He or she plans, conducts and directs staff professional development activities to meet current needs.
6. Administers contracts as negotiated by the Board of Trustees with employee unions and maintains an up to date knowledge of laws and practices pertaining to personnel management.
7. Fosters a positive organizational climate that attracts and motivates a diverse staff of top quality employees.
8. Actively encourages the work of volunteers and cooperates with the Friends of the Library and the Library Foundation.
9. Develops and implements plans to efficiently replace staff as needed.
10. Maintains all confidential personnel records and monitors all additions to these files.
11. Directly supervises the Executive Assistant and exempt employees. Provides annual written evaluations. Oversees the supervision of the remainder of the staff.
12. Supervises activities of the custodial and maintenance staffs to ensure a safe and comfortable physical environment.
13. Acts as a resource to the Board during the negotiating process with the existing Unions.
14. Responds to Level 2 of the contractual grievance procedures.
15. Consults with the Board attorney and the auditors after approval of the Board president/designee.

D. FINANCIAL / LEGAL / FUNDRAISING

1. Develops, in consultation with the Board, the annual budget and assures the effective and efficient use of budgeted funds.
2. Oversees appropriate fund raising activities (donations, grants, etc.) and maintains positive relationships with donors and fund raisers by providing information on the use of funds raised.
3. Recommends for approval the expenditure of funds allocated within the approved Library Budget.
4. Maintains all records and prepares reports to the Board on the library's financial status on a monthly basis.
5. Prepares monthly and annual financial and statistical reports for the Board of Trustees, appropriate Township, State officials and volunteer fund raisers when necessary or requested.

E. DIRECTOR / BOARD OF TRUSTEE RELATIONSHIP

1. Provides complete information in a timely fashion when requested by Board of Trustees or Committee Chairpersons.
2. Assists in the development of, and recommends to the Board of Trustees, policies that govern the operation of the Library. Implements approved policies promptly.
3. Is proactive in sharing concerns with the Board and makes related recommendations for their remediation.
4. Supports Board committees by providing information, recommendations and suggestions in a prompt manner.
5. Considers suggestions or directions made by the Board seriously and implements promptly and accurately.
6. Performs other related work as assigned by the Board of Trustees.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

Qualifications

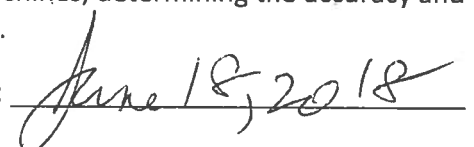
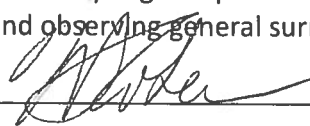
- Possesses an ALA accredited MLS degree and a New Jersey Professional Librarian's Certificate.
- Minimum of 5 years public service experience with 3 years as a Director or Assistant Director.
- Ability to communicate effectively in the English language including strong public speaking skills.
- Skilled in using technology.
- Proven ability to formulate and apply budgets and develop strategic plans both long and short term.
- Has ability to use sound judgement in making decisions and recommendations.
- Demonstrates leadership skills including conflict resolution.
- Is creative in developing procedures, practices and programs to meet new requirements of the community.
- Has the ability to prioritize tasks in order of importance for the success of the Library.
- Has some experience in dealing with employee unions and administering contracts.
- Is willing to pursue further education as need arises.

Physical Requirements

Performs sedentary work requiring the exertion of up to 10 pounds of force occasionally and negligible amount of force frequently to move objects. The work requires reaching, fingering, bending and repetitive motions. Vocal communication is required for expressing and exchanging ideas in person or over the phone. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for color perception, preparing and analyzing computer data and operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Employee Signature: _____

Date: _____



Approved: 12/07

Revised: June 13, 2018