

Rodman Public Library
Job Description: LIBRARY DIRECTOR/FISCAL OFFICER

JOB SUMMARY: The Library Director/Fiscal Officer oversees and directs the management, activities and services of the Rodman Public Library according to the policies, bylaws, and directives established by the Board of Trustees and the laws of the state. The Library Director/Fiscal Officer is responsible for staffing and staff development, Board development, the provision of exceptional public service delivery, marketing and fund development, advocacy, budgeting and planning. The Library Director/Fiscal Officer oversees the fiscal management of the Library. The Library Director/Fiscal Officer attends all meetings of the Library Board, community groups and any other agencies as needed in order to further the goals of the Rodman Public Library and the greater Alliance community.

SUPERVISED BY: The Library Director/Fiscal Officer reports to the Board of Trustees of Rodman Public Library. Guidance is provided by the Library Board policies, state statutes, Ohio State Library standards and the Ohio Library Council. The Library Director/Fiscal Officer works independently, within the overall framework set by the Library Board.

RESPONSIBILITIES AND DUTIES:

Policy

- Directs and reviews the operations of the Library system; gives advice and makes decisions on specific and complex problems
- Manages the development and implementation of Library goals, objectives, priorities, and policies and procedures; ensures that Board of Trustees' objectives are integrated into the Library policies and goals
- Oversees the maintenance of the Library's collection; develops policies in relation to the selection, purchase and weeding of all library materials
- Interprets and explains Library policies, procedures and programs to the public
- Directs and participates in long-range planning for the library to improve internal functions and delivery of services to the community
- Evaluates long and short-term projects, as well as daily operations, to keep the services of the Library current with public/community needs
- Monitors and evaluates service delivery methods and procedures; identifies and implements changes necessary to improve operational efficiency

Staffing

- Oversees the hiring of new staff, with direct participation by the respective Department Heads
- Oversees the annual reviews of all staff members, administers wages and sees that proper records are maintained; personally reviews all administrative staff and Deputy Fiscal Officer; responsible for the dismissal of employees
- Stays abreast of new trends and innovations in the field of public library management
- Assures that the staff is responsive to the patrons and deals with them in a pleasant and professional manner
- Establishes an organizational arrangement, which assures effective communications and delegation of work and responsibilities
- Motivates staff to work toward shared objectives
- Promotes staff development by providing opportunities for staff to attend workshops and conferences
- Plans annual Staff In-Service day

Facilities

- Oversees all aspects of the physical plant, grounds and equipment, working directly with the Head of Maintenance
- Negotiates contracts with vendors for required services
- Evaluates and develops plans for achieving the effective allocation and utilization of building space to meet the changing needs of the library

Financial

- Establishes appropriate service levels and allocates resources, including staffing, accordingly; directly supervises administrative staff and Deputy Fiscal Officer
- In concert with the Deputy Fiscal Officer, oversees the preparation of annual and special reports, agendas and budgets for the Library Board of Trustees
- Oversees the annual library operating budget, including both revenue and expenditure history analysis and future projections; monitors and authorizes expenditures
- Oversees the organization and planning of the Library levy campaign, when needed.

Outreach

- Serves as a representative of the Library and coordinates departmental activities, reaches out to outside groups, community organizations and the media
- Attends and participates in a variety of meetings, workshops, seminars, conferences and webinars
- Oversees the Library's public relations activities, working directly with the Marketing Coordinator
- Responds to inquiries involving Library-related matters; negotiates and resolves complex, sensitive and/or controversial issues and complaints
- Ensures the delivery of high quality library programs and services to the community

PREFERRED QUALIFICATIONS/EXPERIENCE:

- MLS/MLIS from an ALA accredited library school program
- Five years or more of progressively responsible work experience in public library supervision and management
- Valid Ohio driver's license
- Must be available to work day, evening and weekend hours, as needed
- Excellent interpersonal and communication/listening skills
- Possess skill leading a diverse team of library professionals in setting and achieving goals
- A thorough knowledge of financial management and budgeting
- Experience in working with a library levy campaign
- Ability to work with a governing board
- Understanding of philosophy and trends in the library and information technology fields with the ability to effectively apply them locally
- Willingness to live in the Alliance community

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of library philosophies, practices, and procedures, specifically public library policies and standards of service.
- Knowledge of current trends in library services, programming and technology
- Ability to set priorities, make decisions, and exercise discretion with patrons and staff
- Ability to work closely with the Deputy Fiscal Officer who assists the Fiscal Officer with fiscal management of library resources and timely report filings
- Ability to develop and administer budgets and monitor expenditures
- Knowledge of state and local (county) regulations governing library operations
- Skilled in directing the delivery of quality library programs and services to the community
- Demonstrated skills in problem solving and management, including supervising, leading and delegating tasks.
- Demonstrated excellence in communication, including written and verbal skills, listening, and public presentation
- Ability to establish and maintain effective working relationships with others
- Ability to resolve complaints involving library related matters
- Ability to work the hours needed to complete the responsibilities of Library Director

NOTES: The preceding statements describe the nature and level of assignments normally given. They are not an exhaustive list of duties. Additional related duties may be assigned. Position is exempt under Fair Labor Standards Rules.