

Description Number	032.311
Position Title	Director
<u>Salary Grade</u>	<u>32</u>
FLSA Classification	Exempt
Reports to	Board of Trustees
Revision Date	06/14/2010

Position Summary

The Director shall be the chief executive officer of the Library District and, therefore, responsible for the execution of orders and policies adopted and promulgated by the Board of Trustees and those prescribed by the Missouri State Statute regarding this position. The Director shall have complete authority to hire employees for all positions authorized by the Board and shall be responsible for carrying out all policies of the Board. The Director shall also perform other duties as the Board, by resolution, may direct from time to time. The responsibilities of the Director also include helping to develop short-term and long-range plans relative to all areas of the system. The Director shall provide expertise and direction in all areas, especially those including: finances, expansion, staff development, professional services, and public relations. The primary responsibility of the Director is to develop all aspects of the St. Charles City- County Library District to best meet the needs of the community. As chief executive officer of the Library District, the Director generally receives assignments in terms of broad objectives and limits from the Board of Trustees.

Essential Functions

1. Executing orders and policies issued by the Board of Trustees and those required by federal, state, and local governments;
2. Interacting and relating information to the Board and relating information from the Board to staff;
3. Providing expertise and direction in all areas of the Library District, especially those including: finances, information systems, expansion, staff development, professional services, and public relations;
4. Responsible for hiring of employees and the organization of personnel within the system; input into the development of employee benefit programs and salaries.
5. Budget planning for all areas of the Library District and approval for submission to the Board and monitoring expenditure of library funds to stay within approved budget.
6. Developing short-term and long-range plans relative to all areas of the system including broad-based programs;
7. Delegating responsibility to other administrative staff;
8. Developing and maintaining cooperative relationships with City and County officials, the school districts, and other community organizations, and forming effective relationships with the Library Foundation and Friends of the Library for the purpose of fundraising.
9. Developing more efficient and/or appropriate technical operations, as needed;
10. Constantly reviewing total library services in relation to community needs;
11. Reviewing and approving various workshops and programs sponsored by the Library District;
12. Keeping informed of developments within the library sphere.

Duties

1. Develop goals and objectives jointly with the board for the library district and a plan for achieving them.
2. Act as a technical advisor to the board; recommend needed policies for board actions; prepare regular reports embodying the library's current progress and future needs.
3. Works closely with Chief Financial Officer (CFO) to follow fiscal procedures consistent with state law in preparing, presenting and administering annual budget. Maintain adequate insurance to protect the district and the public.
4. Provide new board members with orientation to the library including a review of policies, services, physical facilities, finances, and other appropriate administrative concerns. Attend all board meetings.
5. Works closely with the Human Resources Manager to employ qualified personnel to fulfill the mission of the library district. Ensures personnel policies comply with federal and state laws. Oversee benefit programs and annual costs.
6. Works closely with the Assistant Director to evaluate the district's service plan, materials, and programming activities to ensure they meet the needs of the community and that materials are cataloged using accepted professional standards.
7. Works closely with Branch Managers and the CFO to maintain branches and ensure compliance with federal, state and local laws including; fire, safety, sanitation, handicapped accessibility, energy conservation and other applicable state or local codes or regulations.
8. Works closely with the Information Technology Manager to provide an integrated library automation system and electronic information system that enhance library services and provide users with access to a variety of resources.
9. Works closely with the Marketing and Communications Manager to create and maintain the District's brand.
10. Actively engages with other libraries, governmental agencies, non-profit agencies, and the private sector in an attempt to offer the highest caliber of service to the community.
11. Participates in professional and community organizations; may serve on committees or boards of other community organizations.
12. Other duties deemed necessary by the Board, State Statute, or by the nature of the position.

Skills

1. Ability to lead staff using the District's mission, vision, and values as the basis for all decisions within the organization.
2. Ability to organize work effectively and plan programs.
3. Ability to analyze professional and managerial problems and recommend solutions.
4. Ability to build effective professional relationships.
5. Ability to develop good public relations including a knowledge of and ability for all decisions in the branches and departments.
6. Superior oral and written communication skills.

Essential Physical Abilities

Accomplished with or without reasonable accommodation

1. Sufficient clarity of speech and hearing to communicate effectively with others.
2. Sufficient clarity of vision to produce or review a wide variety of reports, correspondence, and related materials in electronic or hard copy form.
3. Ability to exert some physical effort in performing office duties, may involve some lifting.
4. Sufficient personal mobility to monitor library operations and to attend district, community, and public meetings at various locations.

Education and experience

1. MLS or MLIS from an institution accredited by the American Library Association or Master's Degree in Public Administration, Business Administration, Nonprofit Management or similar field; and,
2. Five (5) years of experience in a highly responsible administrative position in either a library or related organization or any combination of education and experience which would provide the required knowledge and skills to allow successful performance of the job.
3. Extensive knowledge of public library operations and familiarity with local and state laws is desirable.

The job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the Library.