LIBRARY DIRECTOR Job Description

A. **Job Summary**

This position performs administrative and professional work in planning, directing, and coordinating the operation of the library. The job includes working with the Trustees on finances, facilities and formation of policy. It also involves staff training, development and performance evaluation.

B. **Supervision Received**

Works under the general direction of the Board of Trustees. An annual performance evaluation shall be completed by the Board of Trustees.

C. **Supervision Exercises**

Supervises all library staff and provides broad supervision of volunteers.

D. **Examples of Duties**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Plans and coordinates the operation and administration of the library.

2. Formulates with the Board of Trustees library goals and objectives.

3. Develops library policies and programs to implement formulated objectives and organizes the services and staffing of the library to meet its goals and objectives.

4. Hires, trains and supervises staff and recruits volunteers.

5. Assigns duties through written job descriptions and reviews staff performances.

6. Maintains personnel records of all staff.

7. Prepares preliminary budget in cooperation with the Treasurer.

8. Presents and interprets the budget proposal to the Library Board and Budget Committee.

9. Administers the budget and accounts for all monies handled in the library.

10. Reviews and pays all invoices, and submits records to the Treasurer.

11. Analyzes sources of revenue, anticipated expenditures and costs of increased services.

12. Interprets library policy and objectives to public.

13. Formulates new programs to improve and extend library service.
14. Makes the library and its services known to the community through reports, press releases and personal contacts.

15. Reviews and selects the accession of materials, in a variety of formats, which will satisfy the different informational needs of the community.

16. Keeps abreast of changing local and national trends and interests, requirements which affect library service.

17. Affiliates with district, state and regional professional associations; attends workshops and meetings; cooperates and consults with other public and educational agencies.

18. Directs the overall maintenance of buildings and grounds.

19. Coordinates and supervises arrangement of physical facilities in the library.

20. Serves as consultant in any library capital improvement plan.

E. Minimum Qualifications Required

1. Masters Degree in Library Science

2. Five years of supervisory and managerial library experience

3. Comprehensive knowledge of professional library science

4. Knowledge of technical advances in information retrieval and library processes

5. Considerable skill in organizing, managing and motivating people

6. Ability to speak and write effectively

7. Ability to analyze community interests and needs and to plan appropriate library service

8. Ability to interact with the public and maintain its confidence