

Library Director

General Summary:

Work involves responsibility for the management of a public library collection and for the provision of the library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The work requires that the employee have, and/or gain, thorough knowledge, skill and ability in every phase of the public library field. The library director works under the administrative direction of the Ruth Hughes Memorial District Library Board of Trustees. Probation period of 6 months.

Essential Functions:

1. Drafts and recommends policy to the Library Board of Trustees and plans for the implementation of public library goals and objectives.
2. Evaluates and administers library programs.
3. Directs the development and maintenance of a public library collection of books, periodicals, sound recordings, films, and a variety of other library materials.
4. Directs the development, repair and maintenance of the library buildings.
5. Provides staff support to the Library Board of Trustees by assisting with meetings, preparing reports and implementing policy decided by the board.
6. Prepares the annual operating budget, meets with the budgeting committee prior to submitting to the Library Board of Trustees.
7. Directs and controls the expenditure of operational fund allocations within the constraints of the approved budget.
8. Confers with state agencies, other public libraries, corporations, and community groups in the development of library programs and services.
9. Prepares various kinds of statistical reports on finances.
10. Consults and collaborates with community officials and members on library issues and community interests and needs with which the library can assist.
11. Directs the training of library staff in technical and administrative library skills.
12. Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.
13. Resolves patron problems and complaints.
14. Serves as library liaison to local, state, and national organizations.
15. Monitors and evaluates service and personnel issues, i.e., circulation, public service hours, community needs, interlibrary loan, information access, staffing and employee benefits.
16. Conducts regular staff meetings, at least quarterly.
17. Meets with committees to review and modify policies and procedures.
18. Maintains operational and investment funds under the supervision of the Library Board of Trustees.
19. Writes grants, develops fundraising activities and prepares for millage renewals to improve or maintain the quality of library services.
20. Responsible for payroll for all employees.
21. Performs bookkeeping tasks including bill payments and banking deposits.
22. Oversees maintenance of buildings, grounds, and equipment.
23. Keeps abreast of current library methods and techniques through conference attendance and professional publication.

Employment Qualifications:

Education: Bachelors Degree from an accredited college or university.

Experience: Five years of progressively responsible library administration experience, or, an equivalent combination of education and experience

Other Requirements: Permanent professional certificate [type III] issued by the State of Michigan.

The qualifications listed above are intended to present the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Physical Requirements:

- a.) Stooping, bending and kneeling to package and pack books and materials.
- b.) Prolonged periods of standing to assist patrons, search shelves and retrieve materials.
- c.) Ability to lift and carry books and other materials.
- d.) Ability to access office files.
- e.) Ability to enter and access information to a terminal.
- f.) Ability to operate library and related equipment.
- g.) Ability to access all areas of the library including the branch.
- h.) Ability to effectively communicate with others.
- i.) Ability to sit for long periods of time entering data.

Working Conditions:

- a.) Exposure to books and other materials with molds, mildews and dust.
- b.) Requires some travel to branch library and other locations for meetings and other purposes.