

## **LIBRARY DIRECTOR**

### ***Position Summary:***

Under the direction of the Library Board, the Library Director oversees and directs all daily operations, and develops and implements long-term plans for the Library. Supervises all library personnel and oversees the development of the library collection, special programs and events.

### ***Essential Job Functions:***

An employee in this position may be called upon to do any or all of the following essential functions. This does not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function.

1. Ensure an exceptional library experience by greeting, assisting, instructing, and promoting library services to patrons in a positive and pleasant manner.
2. Assist at circulation desk. Check materials in and out, register patrons and perform other tasks pertaining to patron service.
3. Encourage, establish and maintain effective working relationships with the Library Board, coworkers, volunteers, other community agencies and the public.
4. Hire, schedule, evaluate, promote, discipline, and terminate the employment of staff.
5. Plan and organize workload and staff assignments. Responsible for hiring, training, supervising and evaluating library employees.
6. Select and catalog the general collection of books and other items contained in the Library. Maintain collection through a regular schedule of weeding and re-ordering of outdated or worn materials.
7. Select, plan, organize and supervise a diverse offering of fun programs for all ages that encourage reading, learning and community connection.
8. Oversee and evaluate all library programs and outreach services.
9. Set up and clean-up programs space, assist presenter(s), and ensure that both the presenter and patron have a pleasant experience.
10. Prepare displays, booklists, and other suitable materials to support program topics.
11. Coordinate volunteers working on projects associated with library programs.
12. Evaluate programs, maintain program records and prepare related statistical and informational reports.
13. Prepare annual budget request and ensure effective and efficient use of budgeted

funds, personnel, materials, facilities, and time.

14. Seek supplemental funding opportunities through grants, endowments, bequests, and other appropriate sources.

15. Formulate, recommend and implement library policies and procedures as established by the Library Board, including personnel policies, job descriptions, operating procedures, and the implementation of automated systems and new technologies.

16. Prepare informational materials, articles and reports, and make presentations to publicize the exhibits, activities and services of the Library.

17. Keep abreast of modern developments in library science, new administrative techniques and current issues through research, continued education and professional growth.

Attend conferences, workshops, and seminars as appropriate.

18. Oversee the maintenance of the Library's network and OPAC software.

19. Work cooperatively with the Library's Friends Organization.

20. Maintain a newsletter and oversee on-line presence of Library.

21. Serve as representative to specialized community and professional groups.

22. Produce marketing materials including web content, print brochures, mailers, newsletters, emails, online and print advertisement, print/digital signage, event calendars, multi-media, and others that promote library services.

23. Maintain awareness of community interests and initiatives involving our patrons.

24. Perform related work as required.

***Required Knowledge, Skills, Abilities & Minimum Requirements:***

1. High school diploma.

2. Current Level 4 certification from the Library of Michigan. This is required within one year of employment for state aid purposes.

3. Previous experience working in a public library setting, including administrative and supervisory responsibilities.

4. Passion for providing an exemplary library experience to patrons and visitors.

5. Knowledge of legislation, funding, and legal issues surrounding libraries, and the ability to research and present these issues to the Library Board.

6. Knowledge of public relations techniques, marketing strategies and events planning.

7. Ability to hire, train, and supervise the work of library staff, including the ability to instruct others on the use of library computer systems and related technology.

8. Ability to maintain records and prepare comprehensive reports.
9. Thorough knowledge of the principles, practices and procedures of professional library administration including personnel administration, budgeting, grants administration, and program planning.
10. Thorough knowledge of children's literature, library collection and selection techniques.
11. Ability to maintain records and prepare reports.
12. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, board members, and the public.
13. Ability to instruct patrons on proper use of library equipment.
14. Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in the public forum.
15. Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
16. Ability to adapt to changes in technology, patron expectations and community needs.
17. Ability to use basic office equipment, audio-visual equipment, and various computer programs, including word processing, spreadsheets, databases, and the internet.
18. Ability to work under stress with frequent interruptions and changes in work priorities.
19. Ability to work a varied schedule including nights and weekends.

***Physical Demands and the Work Environment:***

1. Visual acuity is necessary to view a computer screen and written materials.
2. Regularly required to communicate with others in person, online and on the telephone.
3. Manual dexterity and sufficient computer skills to effectively access information on the computer.
4. Ability to access and retrieve books and other materials that vary in weight, size and shape and may be located at heights from floor level to over-head level.
5. Ability to lift and/or move items up to 25 lbs.
6. Ability to stand, walk, bend, kneel, crawl, reach, balance and sit.
7. Ability to stand or sit for extended periods of time at a busy circulation desk.
8. Ability to work nights and weekends.