# Library Director SAMPLE JOB DESCRIPTION

The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board.

The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library.

AREAS OF RESPONSIBILITY:

# 1. General Administration and Management

A. Formulates and recommends policies to the library board

B. Implements library policies and procedures

C. Submits an annual budget to the library board in a timely way and directs and monitors expenditures

D. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities

E. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community

F. Orients new trustees and serves as a resource for trustee activities

G. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation

H. Directs the maintenance of the library building and grounds and recommends future space needs

I. Establishes and maintains a staff manual of library procedures

J. Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment

# 2. Planning, Organization, and Evaluation

A. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community

B. Identifies the standards of excellence for all operations

C. Evaluates the effectiveness of library services in relation to the changing needs of the community

D. Provides for critical review of internal library operations such as acquisitions, circulation, etc.

E. Analyzes data affecting the library's operation such as legal, physical, and statistical factors

F. Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library

# 3. Personnel Management

A. Develops staff job descriptions, recommends and administers personnel policies

B. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)

C. Defines expectations for staff performance and sets goals for service and programming

D. Works to promote high staff morale

E. Supervises planning for optimum utilization of personnel

F. Provides in-service programs for employee training and development, encouraging staff input

G. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities

H. Ensures that staff performance appraisals are done on a regular schedule

I. Acts as a consultant, mediator, and facilitator for staff

# 4. Community and Professional Development

A. Recommends and administers public relations programs

B. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library

C. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public

D. Serves as official representative of the library in actions that legally bind or politically influence the library

E. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature

F. Supports and facilitates the work of the Friends of the Library

G. Attends professional and other meetings to maintain contact with other professional and library-related agencies

H. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field

5. Other duties as required

# DESIRED QUALIFICATIONS

1. A Master's degree in library science from an ALA accredited school

2. Professional certification in compliance with state law or ability to come into compliance within 4 years.

3. Eight years of library experience preferred with a minimum of 4 years administrative experience

4. Thorough knowledge of the philosophy and techniques of all facets of public library service

5. Ability to think analytically and to develop new services

6. Ability to exercise initiative and independent judgment

7. Considerable knowledge of computers and data communications especially in regards to library applications

8. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form

9. Highly developed verbal and written communication skills, social skills, and adaptability

10. Ability to make administrative decisions, develop policies and supervise staff

11. Effective interpersonal skills consisting of creative and diplomatic management abilities

12. Demonstrated dynamic motivational leadership skills

13. Ability to process information effectively to learn new materials, handle complex concepts, and consider issues macrocosmically

14. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public

15. Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas

16. A desire to meet and serve the public

# CRITICAL MENTAL REQUIREMENTS

Continuously:

Is consistently accurate

Uses good organizational skills at all times

Maintains absolute confidentiality of library records and administrative matters

Frequently:

Acts independently and assumes responsibility

Works effectively with associates, supervisors, and customers

Is flexible, works well under short time constraints, and meets deadlines

Makes sound administrative decisions and judiciously interprets and applies policies.

Interacts positively with co-workers and supervisors, and the public.

# CRITICAL PHYSICAL REQUIREMENTS

Continuously: Observing and analyzing

Frequently: Keyboarding or handwriting to complete forms

Occasionally: Walking, sitting