

Job Descriptions: Library Director

a. Library Director:

- **Administration:** Holds full responsibility for administration of the library within the framework of the library's plan, Board policies, the budget and applicable laws. Reports at each Board Meeting and in other ways keeps the Board informed of the Library's progress and problems. Attends all regular and special Board meetings. Serves as ex-officio, non-voting member of all library committees.
- **Leadership:** Analyzes the Library's strengths and weaknesses. Recommends plans for the Library's growth and means for implementing plans. Initiates new services. Proposes improvements to Library services.
- **Policy:** Recommends and drafts policies on the direction of the Library Board. Works with committees on development of policies. Advises the Board on the merit of decisions being considered. Interprets policies to staff. Works at maintaining an up-to-date policy manual.
- **Finance:** Develops a recommended budget for the Board. Approves expenditures as authorized in the approved budget. Supervises the maintenance of financial records and arranges for an annual audit. Controls costs and meets the budgetary objectives through such methods as eliminating unnecessary operations, prudent use of resources, etc.. Works with Board members to maintain existing funding and to obtain new sources of revenue. Negotiates all Library agreements and contracts.
- **Continuing Education:** Orients new Library Board members. Keeps staff and board informed of developments in the library field. Provides opportunity for trustees and staff to attend workshops. Provides opportunity for staff to attend educational seminars.
- **Grants:** Writes grant proposals. Supervises successful completion of grants. Works with staff to write grant proposals and supervise completion.
- **Personnel:** Provides appropriate job descriptions for all staff and maintains personnel files. Has authority to employ, direct, evaluate, and terminate employees as appropriate after following the disciplinary policy with the approval of the Library Board.
- **Recommends changes in working conditions, fringe benefits and salary/hourly pay scale when appropriate. Capitalizes on skills and initiative of all staff members.**
- **Representation:** Represents the interest of the Library by participating in area library associations and in Lakeland Library Cooperative and State Library activities. Maintains membership in community service organizations if possible.
- **Reports:** prepares and presents reports including monthly financial and statistical reports. Prepares and files the annual State Aid Report and any other needed special reports.

- Knowledge, Skills, and Abilities: Thorough knowledge of public libraries and especially their goals and objectives. Experience with Library automation systems is essential.
- Excellent oral and written communication skills. Works effectively with others.
- Understanding of accounting and ability to prepare financial and other statistical reports.
- Valid Michigan Driver's License is required.
- Education and Experience: A college degree. At least 3 years professional experience in public libraries some of which must be at a managerial level. Experience with writing and supervising grants.
- Operation: Give reference and reader's advisory services to adults and children. Conduct library publicity program throughout the year, using: bulletin boards, web page, flyers, newspaper, other promotional techniques. Shelve books and other materials. Register patrons. Assist patrons in location materials and in using the library. Send over-due notices in accordance with library policy. Make monthly deposit of cash receipts taken in. Update computer programs as needed. Order and purchase supplies as needed.