



Position Title: Library Director:

Classification: Library Director-
Full-Time/Exempt Position

Job Description

Distinguishing Features of the Class:

Significant operational responsibilities with a very high degree of discretion and limited oversight. Responsible for planning and directing the development, implementation, and management of broad policies, procedures, and complex strategies/activities – including finance, personnel, and planning. Makes decisions in circumstances where there are competing interests and multiple solutions. Provides professional leadership, advice, and counsel within the library and the service area community. Has ultimate responsibility for the work of others and for the success of the library.

Immediate Supervisor: Library Board

Positions Directly Supervised: Asst. Director, Children & Youths Services Librarian, Adult Services Librarian, Circulation Staff, Cataloging & Technical Services staff

Overview: Supports the library's mission by [1] serving as the chief operating officer of the library, [2] ensuring that customers receive excellent public service, and [3] developing community partnerships.

Job Duties and Responsibilities:

- Works collaboratively with the Library Board and staff, community organizations and institutions, other libraries, government agencies, and the general public to provide high-quality library service
- Oversees the development and implementation of customer-responsive library services
- Proposes, implements, interprets, and communicates the library's mission, policies, and procedures
- Manages the library's personnel, including determining need, hiring, training, scheduling, monitoring, motivating, leading, and evaluating staff directly or through their supervisor[s], and resolving problems
- Develops, recommends, and ensures implementation of library and personnel policies and procedures
- Leads the annual budget process, monitors the budget, prepares financial forecasts, pursues grant opportunities
- Supervises the payroll and accounting process; ensures the financial integrity of the library
- Initiates and coordinates strategic and short-term planning; evaluates library services and programs
- Oversees collection development, programming planning and implementation, public relations efforts, website development, facilities/grounds maintenance, and repair
- Represents the library in the community, develops and maintains community partnerships that support the library's mission
- Researches issues, prepares reports, recommends policies
- Provides professional expertise and guidance to the board, including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, discussing trends in library technology, funding, and management.

- Completes all documents and reports required by the KDLA as well as state and local government agencies
- Prepares board agendas and materials for monthly and special board meetings
- Develops and maintains an awareness of current library issues and trends
- Schedules and supervises contract services, maintenance personnel, and takes appropriate action in emergencies
- Purchases equipment and furnishings as needed, within approved budget
- Provides leadership and direction for major development projects, including construction and renovation of facilities.
- Carries out public service duties and responsibilities, as required
- Performs related work as required and assigned for the efficient and effective operation of the library

Skills, Knowledge, Abilities:

- Broad knowledge of library materials, services, and operations – and commitment to excellent customer service
- Knowledge of principles and practices of professional library management
- Analytical and organizational skills, and the ability to anticipate future needs
- Ability to determine and interpret community interests/needs and translate them to library services
- Ability to plan, manage, and evaluate library services
- Thorough knowledge of administrative, managerial, and financial practices and their application to libraries
- Knowledge of current library technology
- Broad knowledge of public affairs
- Ability to plan and implement an effective public relations effort
- Good interpersonal and communication skills, in person, by phone, and online
- Ability to communicate effectively orally and in writing for internal and external audiences
- Ability to recruit, train, monitor, motivate, lead, and evaluate the work of library staff
- Ability to work independently, manage time and resources to achieve results, and appropriately delegate tasks
- Ability to analyze issues and to exercise sound judgment to solve problems and make decisions
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results
- Ability to recommend, develop, implement, and communicate library policies
- Ability to use MS Office to create spreadsheets, reports, and other documents
- Flexible, adaptable, and able to flourish in a changing environment
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends
- Able to secure and retain library certification

Education, Training, and Experience:

ALA-accredited MLS degree and significant relevant library and management experience
High level of comfort with technology