

## POSITION DESCRIPTION

**Position Title:** Library Director

**FLSA:** Exempt

**Location:** Owosso

**Employee Type:** Full-time

**Pay Type:** Salary

**Fiscal Classification:**

**Salary Grade:** 4

### **Summary:**

The Library Director is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. 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.

### **Supervision Received:**

Works under the supervision of the Library Board of Trustees.

### **Supervision Exercised:**

Supervises all library staff, both full-time and part-time, at all branches. This includes the development of job descriptions, the administration of personnel policies, defining expectations for staff performance, and setting goals for services and programming. He/she hires, evaluates, promotes, and terminates staff in accordance with library policies.

### **Essential Duties and Responsibilities:**

**General Administration, Management, and Planning & Collaboration:** Formulates and recommends policies to the library board. Implements library policies and procedures. Submits an annual budget as well as mid-year and final year revisions to the Board in a timely manner; he/she also directs and monitors expenditures. Provides regular financial information to the Board to assist in establishing long and short-term priorities. Looks for new revenue sources such as grants. Maintains and strengthens collaborations with civic, governmental organizations, businesses, schools, etc. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library. Orients new board members and serves as a resource for their work. Directs the maintenance of the library building and grounds as well as makes recommendations for future needs. Demonstrates leadership within the organization by taking initiative, solving problems, and effecting change while also encouraging the development of staff through a positive work environment. Works with millage campaign committees as allowed by the law. Works with department heads in material and collection development and policy and procedure development. Assists patrons at circulation desks as needed. Develops, coordinates, implements and evaluates library programs. Maintains and compiles organized records of all facets of library operations, including the preparation of monthly reports to the Board and the annual State Aid report. Evaluates the effectiveness of library services in relation to the changing needs of the community. Recommends and administers public relations programs. Is knowledgeable of new trends, programs, materials, etc. and works to improve the operation of the library. Supports and facilitates the work of the Friends of the Library. Attends professional and other meetings to maintain contact with other librarians and library related agencies. Participates in professional development activities (including MLA and ALA/PLA annual conferences) to enhance skills and to maintain an awareness of new trends and developments in the library field.

**Personnel Management:** Works to promote high staff morale by providing in-service programs for employee training and development and encouraging staff input. Encourages staff professional

development by supporting participation in professional organizations, workshops, etc. Works to provide a patron friendly attitude from all staff members. Does staff performance appraisals on a regular basis with input from immediate supervisors.

Financial: Bill authorization, Payroll authorization, investment management (with input from the Library Board)

**Peripheral Duties:**

Programming: Plans or assists in planning and implementation of library programs.

Other: Schedules tours, classroom and group visits to the Library.

Other duties as needed.

**Desired Minimum Qualifications:**

Education and Experience: Masters Degree in Library or Information Science or the equivalent, with at least five years library experience at a lessor or equivalent level.

**Licenses or Certifications Required:**

Valid Driver's License or other certification to travel.

State of Michigan Level I Librarian's Permanent Professional Certificate

**Knowledge, Skills, and Abilities Required:**

Ability to think analytically and critically with strong problem solving skills

Knowledge of the philosophy and techniques of all facets of public library service.

Working knowledge of MS Office software (Word, Excel, PowerPoint, Publisher, Access and other software (i.e. Time Limit Manager, Apollo, the Internet, and other library applications).

Mandatory knowledge of policy and procedures.

Knowledge of personal computers (standalone and networked) and printer/copier, fax machine, calculator, microfilm reader and reader-printer, telephone, scanner, etc.

Ability to communicate effectively, both orally and in writing.

Ability to motivate, establish and maintain effective working relationships with library staff and vendors, governmental officials, the Library Board, and the general public.

Ability to work independently and under pressure, including the ability to make administrative decisions, develop policies, and supervise other employees.

A desire to meet and serve the public in all aspects of library operations with a dedication to excellent customer service.

Ability to conduct financial transactions involving cash, checks, debit/credit cards, etc.

Knowledge of archival policy and practices.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually quiet except for classroom visits or occasional programs.

**Physical Effort:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, see and hear. The employee is frequently required to use hands to finger, handle or operate equipment, objects, tools or controls. The employee is regularly required to reach with hands or arms for multiple tasks.

The employee must occasionally lift and/or move up to 35 pounds, and regularly lift to and from an overhead position. Specific vision abilities required for this job include normal color vision, close vision, low light vision and the ability to focus.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview, reference check, background check, academic transcripts and academic recommendations, written, oral, or hands-on reference knowledge and computer testing.

The duties listed above are intended as examples of the work performed. The omission of specific duties or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Hours schedule for work may be changed by the employer, both in start/quit time and its total hours worked.

The job description does not constitute an employment agreement and is subject to change by the employer as needed.