DIRECTOR

Full-Time

Schedule may include additional or varying hours during mornings, afternoons, evenings and weekends depending on library needs.

JOB DESCRIPTION

PURPOSE OF JOB:

The Director administers all aspects of library operations; adheres to the library mission; establishes, formulates and manages library policies under the direction of the Library Board; implements and reviews library procedures and practices; and creates a culture that promotes positive change and a climate for excellence.

This position's responsibilities emphasize administrative policy and procedural knowledge, community awareness and engagement, team building, and communication. Reporting directly to, and working closely with, the board of Trustees, the Director will also collaborate most often with the Assistant Director, Public Services Supervisor, Youth Services Supervisor, Community Engagement Coordinator, IT Coordinator, Reference Coordinator, and Fiscal Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Creates an environment that welcomes diversity and promotes literacy.
2. Promotes intellectual freedom and equal access to information.
3. Communicates the value of library and information services to the general public and to decision-makers.
4. Studies the community and directs the development of a balanced program of library services designed to meet the needs of all the people in the community.
5. Sets performance and evaluation standards; conducts evaluations.
6. Plans near-term and long range planning of library services, including statistical evaluation of services.
7. Maintains annual operating and capital budgets.
8. Establishes and maintains the library's strategic plan.
9. Attends all Board meetings and conducts regularly scheduled staff meetings.
10. Attends meetings and professional conferences to maintain current knowledge.
11. Maintains established customer service standards, and resolves concerns and complaints, both internally and externally.
12. Maintains effective interdepartmental relations; conducts and leads departmental meetings as needed to foster clear communication, build teamwork, and accomplish goals.
13. Participates in activities of professional and community organizations; conducts presentations.
14. Formulates and submits recommendations on library policies, services and budget for the Board.
15. Acquaints the Board with special problems involving the library
16. Utilizes computer applications and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes Intranet, email, and voicemail to maintain open channels of communication.
17. Oversees the development and training of staff.
18. Ensures safe conditions for staff, public, and building operation; including maintenance of building emergency maintenance manual.
19. Responsible for statistical reports, materials lists and bibliographies as needed.
20. Performs other duties as assigned, including serving on teams and committees, etc.

ADDITIONAL DUTIES:

1. Specialized tasks as assigned.

INTERACTION:

Library staff, patrons, community organizations and library board of Trustees.

MINIMUM QUALIFICATIONS:

1. Masters of Library Science; a valid Ohio Certified Public Librarian credential.
2. 7 years professional public library experience with demonstrated management ability in administration, budgeting, planning, and supervision.
3. Demonstrated service-oriented professional experience.
4. Ability to pass alphabetic and numeric sorting and filing test.
5. Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.
6. Acts with the patron in mind using information gained from interacting with the patrons.
7. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
8. Ability to work accurately with attention to detail.
9. Ability to retain, follow, and recommend library policies and procedures.
10. Valid driver's license and proof of insurance.

HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:

1. Works hard, is energized by challenges, and welcomes collaboration. Seizes opportunities and acts upon them.
2. Proficient in the knowledge and skills required to perform the job at a high level of performance.
3. Manages time effectively and efficiently. Focuses time and effort on priorities and across a range of activities.
4. Acts with the patron in mind using information gained from interacting with patrons. Meets the expectations and requirements presented by the public.
5. Gains technical skills quickly. Capable of learning new organization, product or technical knowledge.
6. Fosters communication and teamwork between departments.
7. Exhibits creativity.
8. Provides leadership.

COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive: SirsiDynix Workflows and Enterprise, Microsoft Word, Excel, and Publisher, Internet, Internet-based software, mobile devices, and other miscellaneous library-related applications.

SUPERVISORY/MANAGEMENT RESPONSIBILITY: All positions.

TRAVEL REQUIREMENTS: Periodic.

SPECIAL REQUIREMENTS:

Location will determine work schedule; will be required to work evenings and/or weekends. Successful completion of background check before commencement of employment.

PHYSICAL DEMANDS:

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Periodic to occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks (repeated lifting weights up to 25 pounds, continual standing, reaching, bending, and walking).

WORK ENVIRONMENT:

Majority of the work performed in a general office/library environment. May require availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related on- and off-site library events and training.

DISCLAIMER:

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to comprise, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.