Library Director Job Description

__________ Library

Job Objective:
Under broad policy guidance and direction from the Library Board, performs professional and administrative duties in planning, developing, implementing and directing public library services for the ____________ Library. These duties include budget preparation, evaluation, personnel, collection development, community relations and facility maintenance.

Essential Functions and Responsibilities:

➢ Administers board policies, makes policy recommendations to board, provides staff support and information to the board.

➢ Prepares budget for Library Board approval, monitors and approves expenditures as directed by the Library Board, administers gifts, state and federal money.

➢ Supervises personnel directly or through subordinates; hires and trains employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary.

➢ Evaluates library services and makes recommendations for improvements; works with elected officials, school officials and civic organizations to develop programs and resolve problems.

➢ Administers maintenance of library facilities and equipment; works with architects and planners on facility development.

➢ Reviews and approves selection of all materials for purchase.

➢ Participates in professional meetings, classes, conferences and workshops.

➢ Participates in organizational management through the committee process.

➢ Reads professional materials to update and maintain knowledge and skills.

➢ Accountable for all activities, programs and services.

➢ Performs other related duties as assigned.

Knowledge, Skills, and Abilities

➢ Thorough knowledge of the theories, principles, and objectives of library science

➢ Thorough knowledge of library organization theories.
➢ Thorough knowledge of current trends and developments in the library field.

➢ Knowledge of and experience with effective participative management techniques.

➢ Considerable knowledge of management principles and practices.

➢ Knowledge of supervision, training, and staff utilization principles.

➢ Thorough knowledge of library reference sources, print and online.

➢ Considerable knowledge of children’s, young adult and adult literature.

➢ Considerable knowledge of online automation.

➢ Working knowledge of public relations procedures.

➢ Working knowledge of budgetary and accounting processes of the department.

➢ Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities.

➢ Broad experience in collection development and programming.

➢ Substantial skills related to the organization of people, processes and tools in a public library setting.

➢ Superior human relations and communication skills.

➢ Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the general public.

➢ Ability to communicate effectively, verbally and in writing.

➢ Ability to follow written and verbal communications.

➢ Ability to develop and carry out program services.

Tools and Equipment Used:

Library computer system; personal computer including world wide web search engines and the library’s web site, word processing and database management software, copy and fax machine, phone and automobile.

Work Environment:
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 the essential functions.

**Education, Experience and Training:**

[If the library serves a population of 7500 or more]
- The library shall employ as director, only persons who hold the public librarian’s professional or provisional certificate or a certificate of qualification. Library Science
- A minimum of five years experience as a librarian in an increasingly responsible supervisory and/or administrative position
- Substantial experience in public services and dealing with the public.

[If the library serves a population of 5000 to 7499]
- The library shall employ as director, a person who holds a bachelor’s degree granted by an approved college or university upon the completion of four academic years of full time study.
- A minimum of five years experience as a librarian in an increasingly responsible supervisory and/or administrative position
- Substantial experience in public services and dealing with the public.

[If the library serves a population of 2500 to 4999]
- The library shall employ as director, a person who has completed not less than two academic years of full time study in an approved college or university
- A minimum of five years experience as a librarian in an increasingly responsible supervisory and/or administrative position
- Substantial experience in public services and dealing with the public.