



## **JOB DESCRIPTION**

Position Title: Director

Classification: Director

Direct Supervisor: Board of Trustees

FLSA Status: Exempt

## **REQUIREMENTS FOR ALL EMPLOYEES**

1. Outstanding customer service
2. Ability to follow library policies and procedures
3. Ability to work in team and individual tasks
4. Ability to communicate clearly
5. Ability to openly and respectfully engage with staff, patrons, supervisors, and others
6. Ability to work accurately in a changing and varied environment, and with frequent interruptions
7. Ability to maintain patron privacy and confidentiality of patron records
8. Ability to use various assigned technologies to complete work
9. Ability to lift, sort, shelve, and push library materials up to 40 lbs. on an occasional basis

## **POSITION SUMMARY**

Responsible for the administrative oversight of the library, including Board functions, legal and financial aspects, grant writing, development, and strategic direction.

## **REQUIREMENTS FOR THIS POSITION**

1. Masters degree in Library Science.
2. Five years experience in the library field, including at least three in a supervisory capacity.
3. Experience with grant writing, collection development, program development, budget development, management and leadership development, library Boards, library consortia, strategic planning, and project management.
4. Proven leadership qualities that foster teamwork, collaboration, and effective communication.
5. Ability to be future focused and customer-centric with an understanding and vision for library services.
6. Knowledge and understanding of core library tenants, including understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.

## **ESSENTIAL FUNCTIONS**

1. Greet and work with public, demonstrating a positive attitude and flexibility, serving as a model for department staff in those interactions.
2. Develops and implements long-range plans for library services, facilities, technology, and development.
3. Plans and administers the budget; keeps financial, statistical and historical records; and reports to the Board.
4. Ensures legal compliance of library.
5. Acts as the library's liaison to the City of Effingham.
6. Oversees development and implementation of grant programs.
7. Plans and carries out library fundraising efforts.
8. Supervises and delegates responsibilities to staff.
9. Responsible for all human resources functions including interviews, hiring, firing, training, managing, staff meetings, policies, and keeping employee records.
10. Contracts with and supervises library contractual staff.
11. Coordinates staff meetings and training sessions.
12. Reviews policies and procedures, investigates alternatives, and implements library policies and procedures, informing staff of changes.
13. Interprets and explains library policy and services to the public.
14. Maintains dialogue with management staff on library operations as it relates to administrative functions.
15. Participates in library meetings trainings as appropriate; serves on committees and boards of professional organizations whenever feasible; keeps abreast of current trends, reads professional literature.