



# Job Description

## Library Director

The Director is the chief administrative officer of the library and has overall responsibility for the planning, development, implementation and evaluation of all Library operations.

The Director serves as the official representative of the Library and is expected to provide a leadership role within the library and the community.

The Director is a salaried employee under the direction of the MacDonald Public Library Board of Trustees, consistent with the terms and conditions of the contract between the Library Board and the Director. Responsibilities and desired qualifications may be subject to modification by the Library Board in conjunction with the Director's annual job evaluation and salary review.

### Duties and Responsibilities

#### Board of Trustees

- Organizes and attends all meetings of the Board of Trustees and its committees, provides needed administrative services, recommends policies and implements decisions
- Performs other related work as required by the Board

#### General Administration

- Plans, organizes and oversees balanced structure of library services
- Evaluates the effectiveness of services, collections and programs
- Provides for critical review of internal operations
- Manages the collection and statistical data analysis on library operations
- Establishes effective relationships with library staff, library volunteers, community leaders, public officials, professional groups and the general public
- Oversees the development of library collections to ensure that the library provides the most up-to-date quality materials that meet the needs of the community
- Stays aware of new developments in the library profession, including technological advances and trends that affect the library

#### Financial Management

- Develops annual budget and monitors expenditures to align with goals, objectives and operational strategies
- Coordinates with library accountant and auditor to ensure that fiscal management is accomplished according to best practices and applicable state law
- Provides regular financial reports to the Board
- Prepares and submits State Aid Report for the Library of Michigan

### **Facilities Management**

- Oversees operation and maintenance of the physical plant and grounds
- Develops and implements long-range capital improvement plan
- Approves all design and construction work in consultation with the Board
- Implements procedures and use of equipment necessary to provide for safety and security of library building
- Provides transparent and timely communication with the Board, staff and the public regarding physical plant and security issues

### **Personnel Management**

- Provides for supervision and evaluation of library staff
- Determines appropriate staffing levels, performance standards, quality and quantity of services to be offered to the public, and means and methods of offering those services
- Approves all hires, terminations and disciplinary actions
- Provides for training and professional development of staff

### **Long Term Planning**

- Develops and implements long-term strategy/goals, actions, budgets and policies to support the mission of the library
- Monitors and critically evaluates progress in implementing long-term goals and the value of outcomes

### **Advocacy**

- Fosters and maintains strong professional working relationships with elected officials, government agencies, local school districts, civic and community groups and the general public
- Represents the library in the community and in the media
- Serves as a liaison to other area libraries and library organizations
- Responsible for publicizing library services through community presentations and lectures, news releases and bulletins, and by advertising library programs of public interest

Performs other library-related work as required by the Board of Trustees.

### **Required Qualifications**

- ❖ ALA accredited Master's degree in Library Science
- ❖ Michigan Librarian's Permanent Professional Certificate, Level I (or eligibility to obtain such certification within 6 months)
- ❖ Minimum 4 years' library administrative experience
- ❖ Ability to effectively use automated library systems, computers, and other library technologies
- ❖ Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- ❖ Ability to make administrative decisions, develop policies and supervise staff
- ❖ Knowledge of the philosophy and technique of all facets of public library service

- ❖ Ability to think analytically and to develop new services
- ❖ Ability to exercise initiative and independent judgment
- ❖ Effective interpersonal skills consisting of creative and diplomatic personnel management abilities
- ❖ Demonstrated dynamic leadership skills
- ❖ Ability to establish and maintain effective working relationships with associates, supervisors, staff, volunteers, other community agencies, governmental bodies and the general public
- ❖ A sincere desire to meet and serve the public
- ❖ Ability and willingness to work evenings and weekends

### **Desired Qualifications**

- ❖ Experience in working in a multicultural community setting
- ❖ Knowledge and experience in grant writing, supplemental funding and grant administration
- ❖ Knowledge and experience with Sirsi integrated library system
- ❖ Knowledge of Web site management
- ❖ Familiarity with use of popular social media platforms to promote library services
- ❖ Familiarity with administration of historical collections
- ❖ Participate in MLA
- ❖ Knowledge in local, state and federal laws applying to public libraries

This job description is intended to describe the general nature and level of work performed by a person assigned to this position. It is not an exhaustive list of all the job duties that may be performed by the Library Director.