

**Position Title:** Laingsburg Public Library Director

**Primary Responsibilities:**

- Supervision of the Laingsburg Public Library.
- Train, schedule, and supervise the library staff, directly or through appropriate delegation with a focus on excellent customer service.
- Participation in the recruitment and selection of library personnel.
- Develops print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation.
- Prepares and presents library budget proposals for approval, and monitors and approves expenditures from the official operating budget.
- Confers with the Library Board of Trustees to establish operating policies and to review the library's menu of services.
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs.
- Participates in the planning, organization, and management of technical and automation services for the library.
- Directs a public relations program to promote and publicize the library's collections, services, and programs within the community.
- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks.
- Interacts with the appropriate town employees for the maintenance of the library's building, furnishings, and equipment.
- Responsible for the collection and accounting of fines, fees, and other charges
- Administers the volunteer program, including recruitment, training, scheduling, and evaluating.
- Prepares regular narrative and statistical reports for the Library Board of Trustees, and others as designated.
- Assists in preparing meeting agendas and materials and participates in Library Board of Trustees meetings.
- Develops and maintains relationships with townships, local government entities, and partnering organizations to advocate for and secure increased library funding and resources.
- Establishes priorities as determined by need.

**Additional Responsibilities:**

- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups.
- Reviews and evaluates the library's services and programs on an annual basis.
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award.
- Maintains inventory of department equipment, furniture, and supplies.
- Prepares specifications for purchase of equipment and supplies.
- Assists with direct patron services, as needed.
- Works with the Friends of the Library organization in promoting the library before the community.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services.
- Serves on professional and community committees, as requested, to advance the library and the library profession.
- Performs other duties, as required.

**Physical Requirements:**

Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull or lift materials or equipment weighing 30 pounds or more, manually manipulate computer keyboard, mouse and scanner etc.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties. The duties and responsibilities for this position, including essential job functions and responsibilities, may change or increase by practice or policy, as deemed necessary by the library. The Library Board of Trustees reserves the right to assign work outside of an employee's regular job assignment. The Library Board of Trustees also reserves the right to change an employee's regular job assignment or job description at any time.