

**PAW PAW DISTRICT LIBRARY
JOB DESCRIPTION**

TITLE: **Library Director**

SCHEDULE: Full-time, exempt, 40 hours per week, weekdays, evenings, and some weekends

SUMMARY: The Library Director is responsible for the administration and daily operations of all library functions within the mission, goals, and policies established by the Paw Paw District Library Board of Trustees.

ESSENTIAL DUTIES

Planning

- Collaborates with the Board to set long-range goals for the library
- Drafts and recommends policy to the Board to support library goals
- Stays abreast of current trends and anticipates their impact on library work
- Supports staff and board development

Management

- Hires, supervises, evaluates, and supports staff, and sets staffing levels for the library
- Promotes a positive, respectful, and collaborative work environment
- Oversees library administration and manages its compliance with legal requirements
- Evaluates and oversees library services, including circulation, reference, technology, electronic resources, programs, and community outreach
- Develops procedures for the effective delivery of library services
- Oversees all aspects of the library building, grounds, and equipment, including scheduling and supervising contract services
- Interprets library policies and procedures for the public and responds to complex issues or complaints

Financial Stewardship

- Drafts and presents an annual budget that supports operating plans
- Administers the approved budget and monitors expenses
- Seeks new sources of revenue and evaluates contracts and expenses
- Serves as the primary person in donor relationships

Community Relations

- Serves as the primary public representative for the organization
- Oversees the library's publicity and marketing
- Develops community partnerships to enhance the library's programs and services
- Maintains a collaborative relationship with the Friends of the Library
- Advocates for the library at community, regional, and state meetings

Library Board Support

- Attends board meetings and reports on library operations and finances
- Provides professional counsel and guidance to the Board
- Serves as an ex officio member on board committees
- Provides staff support for board work
- Maintains the legal copy of board meeting minutes and policies

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, methods, and practices of public library administration and operations
- Knowledge of local, state, and federal regulations governing libraries

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- Ability to lead, manage, and motivate library staff
- Strong communication and interpersonal skills
- Ability to positively represent the library at professional and community meetings
- Ability to develop and implement plans for the improvement of library service and operations

REQUIRED QUALIFICATIONS

- Master's degree or its equivalent from a library school accredited by the American Library Association
- Must obtain a Level 2 Professional Certificate from the Library of Michigan within the first year of employment
- Five years of experience in public library administration and management

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- The physical demands described here are representative of those required to perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.
- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, and lift up to 30 pounds.
- Sufficient clarity of speech and hearing, which permits the employee to communicate in writing and verbally.
- Sufficient vision to permit the employee to produce and review a wide variety of material in electronic and hard-copy form.
- The majority of work is performed in a library environment, with occasional outdoor events and off-site meetings.
- Ability to work effectively in an environment with moderate noise and frequent interruptions.

This job description is not a contract between the library and the employee. It should not be considered an all-inclusive listing of work requirements. The library reserves the right to revise this job description at its discretion.