

# **Millard Fillmore Library Job**

## **Description – Library Director**

### **Job Title: Library Director**

**Job Summary:** Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with long-range planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

### **I. Specific Responsibilities**

#### **Administrative Services**

- Serves as the library's executive officer.
- Serves as the technical adviser to the board of trustees.
- Implements the policies of the library.
- Assists in preparing a draft of the annual library budget.
- Receives and expends library funds according to established guidelines, and maintains accurate and up-to-date records showing the status of library finances.
- Recruits, selects, hires, supervises, evaluates, and terminates, if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations).
- Prepares library board meeting agendas and necessary reports in cooperation with the library board president, and notifies board members of scheduled meetings.
- Prepares state annual report and completes yearly certification.
- Informs and advises the library board as to local, regional, state, and national developments in the library field, and works to maintain communication with other area libraries and the library system.

#### **Collection Management**

- Selects or directs the selection of materials for all media and all age groups, based on the library's approved collection development policy.
- Catalogs and classifies library materials according to accepted standards and maintains the public catalog.
- Oversees the select process of materials to provide appeal, protection, and control.
- Develops and maintains a regular weeding schedule.
- Periodically reviews the collection development policy and 3-year & technology plan.
- Oversees the shelving and organization of materials.
- Prepares and distributes overdue notices to users with overdue or lost materials.
- Maintains an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for non-resident borrowing.

### **Service and Service Promotion**

- Develops, oversees, and executes an array of service programs to address the various needs of users and to make the library accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for schools, daycares, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of storytime sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
- Ensures friendly and efficient direct assistance by library staff to users of the library in checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
- Prepares and/or oversees news releases and submissions to the media to announce new or special services and events that spotlight the library.
- Assists and guides local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
- Prepares grant applications, when grant opportunities are available, in order to supplement local funding of library operations and development.
- Maintains records showing all programs offered and number of attendees at each program.
- Continually investigates the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service to the public.
- Conducts ongoing evaluations of existing library programs, services, policies, and procedures, and submits recommendations for improvements to the library board of trustees.

### **Facilities Management**

- Oversees the care and maintenance of the library buildings and grounds.
- Oversees the work of custodial staff.
- Regularly reviews building needs and advise the board of trustees in its planning for future expansion or development.
- Assesses the adequacy of existing facilities in regard to automated services.

## **II. Essential Functions and Knowledge of the Library Director**

- Excellent interpersonal skills
- Ability to effectively communicate ideas and information in both verbal and written form
- Ability to work with governing boards, community groups and elected officials, and make presentations to them
- Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the city council and sound decision-making when faced with a wide range of circumstances
- Ability to supervise staff and volunteers and delegate responsibility in an effective manner
- Ability to read and comprehend print information, including technical, statistical, and financial information
- Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks, including the Internet

- Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons
- Knowledge and ability to perform computer operations and troubleshoot problems essential to the operation and function of the library and the responsibilities of the library director, and to manage an automated circulation system and access external data bases
- Ability to understand and implement instructions and directions
- Ability to establish and maintain proper priorities and meet deadlines
- Ability to work within a confidential environment
- Ability to produce and maintain accurate files and reports
- Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
- Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
- Knowledge and ability to type, sort and file
- Ability to work hours and assignments as required by the library board

### **III. Required Education, Experience and Certification**

- A bachelor's degree from a liberal arts program in library/media sciences is preferable.
- Maintenance of required certification of licensure through necessary coursework and/or qualifying continuing education.
- Knowledge and experience in the successful use and application of technology to support the efficient operation, the business management functions of the library, and to support the experience of patrons in their use of the library.
- Three years of progressively more responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; such as: staff supervision, working directly with the public, and working with governing boards or bodies.
- Hold a valid driver's license to conduct library business as necessary.