

ROMEO DISTRICT LIBRARY POSITION DESCRIPTION

POSITION TITLE: Library Director

REPORTS TO: Library Board. The director is an at-will employee.

SUPERVISES: Library administrative staff - Assistant to the Director, Head of Circulation, Adult Services Department Head, Children's Services Department Head, Systems Manager, Community Relations Specialist, Facilities Manager and Branch Librarian.

QUALIFICATIONS: Master's Degree in Library Science from an ALA accredited library school program; possession of or ability to obtain state of Michigan permanent professional library certification; and a minimum of four years of experience as an administrator or a department head for a public library.

SUMMARY OF JOB RESPONSIBILITIES

Under broad policy guidance and direction from the Library Board, provides administrative leadership while performing professional and management duties in planning, developing, implementing, and directing public library services for the Romeo District Library. These duties include personnel, budget preparation and financial management, policies and projects, purchasing, facilities management, and community relations.

JOB DUTIES

- Works to implement the policies set by the Library Board of Directors
- Communicates with the Board concerning all operations of the library
- Ensures that financial operations of the library are completed according to the highest standards and that funds are expended within the constraints of the budget
- Management responsibility for all public services, technical functions and for building maintenance
- Develops, implements, and evaluates long and short term goals and sets priorities
- Aligns strategic objectives with staff activities and budget parameters
- Pursues additional funds via grants and fundraising
- Represents and promotes the Library to the community
- Administers marketing and public relations
- Plans and implements new collections, programs, services and technology
- Coordinates automation and technology initiatives
- Works with the Board to develop strategic plans
- Serves as a liaison with the library cooperative and consortium organizations
- Assures the maintenance of the historical and legal records of the organization
- Performs performance management of the staff
- Compiles, maintains and analyzes statistics
- Plans for adequate training and professional development of staff

Required Knowledge and Skills and Critical Functions

- Thorough knowledge of current trends and developments in the library field
- Considerable knowledge of management principles and practices
- Knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities
- Substantial skills related to the organization of people, processes and tools in a public library setting
- Ability to develop and evaluate short and long term plans and objectives
- Superior human relations and interpersonal communication skills
- Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the general public
- Ability to communicate effectively, verbally and in writing
- Ability to follow written and verbal communications
- Ability to develop and carry out program services
- Ability to exercise independent judgment and maintain confidential integrity as required.
- Ability to concentrate on a task despite numerous interruptions
- Possess strong leadership and motivational skills
- Proficiency with computers, library software, internet and digital communications