

## Job Description - Library Director

**Classification:** Library Director

**Reports to:** Library Board of Directors

The Director serves as the chief executive officer of the Library and is responsible for the administration of all Library functions within the goals, guidelines and policies established by the governing and elected Library Board. This responsibility includes the organization and dissemination of information and services through the effective utilization of Library resources.

The Director is expected to provide a leadership role within the Library, the community and the library profession. The Director and the President of the Library Board serve as the official representatives of the Library.

### **Primary Job Duties:**

#### General Administration and Management:

- Manages and supervises all Library operations
- Manages and supervises the Baldwin Public Library Trust
- Provides direction in the development of short- and long-range Library plans
- Serves in a leadership capacity in all Library operations—routine, periodic and one-time
- Formulates and recommends policies to the Library Board
- Implements Library policies and procedures
- Submits an annual budget to the Library Board in a timely way and directs and monitors expenditures
- Provides monthly financial planning data to the Library Board to assist in establishing short- and long-term financial priorities
- Orients new trustees and serves as a resource for trustee activities
- Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the Library's operation
- Directs the maintenance of the Library building and grounds and recommends future space needs
- Establishes and maintains a staff manual of Library procedures

#### Planning, Organization and Evaluation:

- Plans, organizes, coordinates and directs a balanced program of Library service to meet the immediate and long-range goals of the Library and the community
- With input from staff, develops annual institutional goals and objectives
- Evaluates the effectiveness of Library services in relation to the changing needs of the community
- Provides for critical review of internal Library operations such as acquisitions, circulation, etc.

## Job Description - Library Director

- Analyzes data affecting the Library's operation such as legal, physical and statistical factors
- Investigates new trends, specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the Library

### Personnel Management:

- Provides leadership to and serves as a role model for staff
- Develops staff job descriptions, recommends and administers personnel policies
- Hires, evaluates, promotes and terminates staff
- Defines expectations for staff performance and sets goals for service and programming; works to promote high staff morale
- Supervises planning for optimum utilization of personnel
- Provides in-service programs for employee training and development, encouraging staff input
- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars and activities
- Acts as a consultant, mediator and facilitator for staff
- Prepares for emergencies and helps maintain a safe work environment
- Promotes and implements diversity and inclusion.

### Community and Professional Development:

- Maintains a good working relationship with the City of Birmingham, with whom the Baldwin Library shares many services, such as payroll, finance, and human resources.
- Maintains a good working relationship with Baldwin's contract communities, who supply over 20% of the Library's operating revenue
- Recommends and administers public relations programs
- Represents the Library and speaks before community, civic and other groups regarding the objectives and activities of the Library
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups and the general public
- Serves as official representative of the Library in actions that legally bind or politically influence the Library
- Supports and facilitates the work of the Friends of the Library
- Attends professional and other meetings to maintain contact with other professional and library-related agencies
- Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field

Performs all related work as required.

## Job Description - Library Director

### **Qualifications:**

- Master's Degree in Library Science from an ALA-accredited school
- A Permanent Professional Certificate from the Library of Michigan as required by state law for a Class V library, or the ability to obtain such a certificate within three months of date of hire
- Five years of professional librarian experience, including administrative and supervisory responsibilities in a public library
- Thorough knowledge of the philosophy and techniques of all facets of public library service
- Ability to think analytically and to develop new services
- Ability to exercise initiative and independent judgment
- Considerable knowledge of computers, data communications especially in regards to library applications
- 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
- Effective interpersonal skills consisting of creative and diplomatic management abilities
- Demonstrated dynamic leadership skills
- Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
- A desire to meet and serve the public

### **Mental Requirements:**

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Uses good organizational skills.
- Able to work independently and assume responsibility.
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to make administrative decisions and interpret and follow policies and guidelines

### **Physical Requirements:**

- Able to communicate with others in person and on the telephone
- Able to view and produce written and electronic documents
- Able to access and retrieve library materials that vary in weight, size and shape and may be located at heights ranging from floor-level to overhead-level
- Able to access various locations within the Library and attend meetings in locations away from the building

## Job Description - Library Director

- Able to lift and move items of light or moderate weight
  - Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
-