

LIBRARY DIRECTOR JOB DESCRIPTION

A. Day to day management of the Library

Supervision of staff

Hires staff, coordinates work schedules to optimize library operation, and organizes work assignments. Develops job descriptions, coordinates staff training, conducts evaluations, and resolves personnel issues. Prepares biweekly payroll, administers insurance and retirement programs.

Management of budget and finances

Prepares annual budget, monitors revenue and expenditures, and recommends budget revisions. Presents invoices for board approval, prepares vendor checks. Makes bank deposits, transfers funds between accounts, and invests library funds. Supervises preparation of monthly financial reports, assists auditor in development of annual audit.

Maintenance of equipment

Updates computer hardware and upgrades automated systems software as needed. Oversees updating of public computers and internet connectivity. Secures maintenance for photocopiers and equipment.

Maintenance of physical plant.

Ensures that HVAC and security systems function well. Oversees daily maintenance of building. Evaluates building condition, arranges for interior and exterior repairs as needed. Contracts with outside providers for snow removal and lawn maintenance.

Program development

In conjunction with staff, plans and implements library services, including internet access, technology instruction and programming for adults and children. Works with community schools to support curriculum requirements. Develops programs to complement strategic planning goals.

Collection development

Coordinates purchases of material to provide a balanced, relevant collection in a variety of formats. Utilizes automated ordering and cataloguing systems to streamline procedures. Maintains relationships with organizations that negotiate discounts on materials.

Board Relations**Prepares policy recommendations**

Researches and formulates policy recommendations for board discussion and Approval. Obtains legal guidance, if applicable. Publishes and retains policies.

Serves as ex-officio member of board committees

Posts public meeting notices, notifies members of meetings, prepares background materials and attends meetings as required.

Prepares board reports and documentation

Prepares and distributes meeting packets. Drafts official documents i.e. millage. Develops and submits grant applications. Compiles required state and local reports.
Maintains official archive of library documents.

Keeps board informed of library issues

Updates board on tax collection, penal fines, state aid and library legislation.

Carries out Board directives effectively

Follows through on board actions concerning library policies and strategic plan. Communicates board decisions to staff and community in a timely manner.

Community Relations**Represents the library in the community**

Actively participates in community organizations. Acts as a liaison to the business and education communities. Coordinates public relations for the library.

Professional development**Represents the library in area consortia**

Attends meetings of White Pine Library Cooperative and Valley Library Consortium. Maintains membership in professional organizations.