



Library Director Position Description

SUMMARY

Under guidance and direction from the Library Board, the Director performs professional and administrative duties in planning, developing, implementing, and directing public library services for the Alexandria-Monroe Public Library. These duties include budget preparation, strategic planning, human resources, benefits administration, personnel evaluation, collection development, community relations, and customer relations.

REPORTS TO

Alexandria-Monroe Public Library Board of Trustees

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, implements, and evaluates library services
- Prepares the annual budget for library board consideration
- Plans for the annual operations of the library to comport with the library long range plan
- Formulates and recommends policy to the library board
- Implements library policy and procedure
- Represents the library in negotiations, public relations, and other public events
- Hires, trains, supervises, and evaluates staff as necessary
- Oversees library finances, capital assets, and inventories
- Seeks and administers grants
- Ensures compliance with all applicable federal, state, and local laws and regulations
- Reports to the board the results of board actions
- Cultivates a supportive working environment for staff
- Promotes a positive customer experience and positive image in community
- Effectively resolves patron matters and addresses behavioral issues in a timely, tactful manner
- Establishes effective working relationships with community organizations
- Serves as head of Library Management Team.
- Complies with established internal control policies and procedures
- Regularly evaluates library services and procedures
- Keeps abreast of state and federal legislation as it pertains to the library community
- Works closely with the general manager on marketing, public relations, and IT related projects
- Attends workshops and trainings relevant to professional development
- Participates in the Indiana library community by membership on committees, conference attendance/planning/presentation, and other collaborative efforts in addition to affiliating with relevant national professional organizations

- Participates in community events
- Performs related work as required

SUPERVISORY RESPONSIBILITIES

Exercises direct supervision over managers and indirect supervision over all library staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Possesses comprehensive knowledge related to accounting practices and principles including the development of various internal controls;

Possesses comprehensive knowledge related to popular culture, literature, media, educational, and technological trends in addition to showing the initiative to continually develop one's knowledge of these areas;

Able to effectively supervise staff in general with considerable ability to plan, organize, train, evaluate, and direct the activities of managerial staff

Proficient in the use of computers (ie. Microsoft Office programs, Evergreen Indiana ILS, internet searching) and standard office technology and equipment (printers, scanners, copiers, etc.);

Possesses a reasonable level of typing proficiency;

Possesses a reasonable level of comfort in the use of mobile devices, particularly in relation to providing library services and digital materials access;

Keeps current on established library policies and procedures and applies them fairly, evenly, and consistently and exhibits the ability to effectively interpret and implement policy and procedure;

Able to provide customer service to the public in a quick, friendly, and accurate manner;

Establishes and maintains effective working relationships with staff, patrons, and others in the community; and presents a positive image of the library.

Able to maintain a neat and clean personal appearance and conduct oneself in a professional manner;

Able to work courteously and effectively in teams;

Able to handle multiple activities or interruptions at once and prioritize work tasks prudently and independently or while working in a team environment;

Able to learn quickly and apply new information quickly and accurately, especially in relation to various technologies and services (i.e. various mobile devices, library services, library equipment, etc.);

Contributes new ideas, offers solutions to problems, and suggests improvements; Actively searches for new assignments, tasks, and responsibilities. Seeks opportunities to expand knowledge, skills, and abilities;

Exercises sound judgment and exhibits good problem solving skills; is able to work well with minimal supervision;

Able to adapt to change in general and to adjust to workplace interruptions and disruptions of daily routines;

Able to effectively engage with individuals and groups;

Exhibits the ability to complete tasks accurately within a reasonable timeframe;

Able to complete work tasks accurately and neatly and of a quality that meets library standards. This includes accuracy related to cash handling (ie. counting, recording, returning change, etc.);

Able to speak and write clearly and effectively and possesses strong active listening skills and the ability to understand and accurately follow directions; listens to others and seeks to understand their perspective; communicates effectively throughout entire organization;

Able to foster a welcoming work environment that promotes innovation, creativity, openness, and a sense of employee ownership;

Able to lift up to ten pounds overhead and to bend low to reach materials on lower shelves;

Possesses reliable transportation to perform offsite duties as needed.

PHYSICAL AND MENTAL REQUIREMENTS

Work is primarily performed in an office environment. Work is essentially sedentary with occasional walking, standing, bending, safely carrying items under 50 pounds. Periodic travel offsite is required.

EDUCATION, EXPERIENCE, AND TRAINING

A Master's Degree in library science from an American Library Association accredited program and three years of progressively responsible public library experience in an administrative or supervisory capacity is preferable.

LICENSE AND CERTIFICATION REQUIREMENTS

Position requires a Librarian Certificate 4 (LC4) as described by Librarian Certification Administrative Rule 590 and the Indiana Public Library Certification Manual.

Position requires a valid Indiana driver's license and current auto insurance policy.

POSITION HOURS

Position requires working a minimum of 40 hours per week. Position may require working evenings and weekends.

Position is exempt from the requirements of the Fair Labor Standards Act.

SALARY INFORMATION

Position is salaried and classified as a Grade 103 on library salary schedule.

Salary range is \$50,000-\$77,000