Director Position Description

Position Title: Director
Exempt
Reports to the Board of Trustees
Positions Supervised: Information Assistants, Processing Technician, Service Coordinators
Last revision: Approved by the Board 1/18/11 Resolution #2-2011

Purpose:
Under supervision of the Board of Trustees, the Director coordinates the operations of the Library to ensure quality library service to the community and ensures that the Library complies with all applicable laws, and the policies and decisions of the Board of Trustees.

Essential Position Functions:
- Ensures that the Library provides a high quality collection of materials and services to meet the needs of the community.
- Ensures that all materials are cataloged, shelved and available to the patrons.
- Ensures that the collection is maintained and weeded on a regular basis.
- Ensures that all staff members treat patrons courteously and impartially.
- Develops and administers the budget and implements cost containment measures.
- Works with the Fiscal Officer to determine the need, amount and timing of levies, bond issues and recommends action to the Board of Trustees.
- Ensures that all service contracts comply with advertising and competitive bidding requirements and that contract obligations are fulfilled.
- Represents the Library by participating on community and professional boards, and in committees, and task forces.
- Provides leadership in educating the voters about upcoming library initiatives.
- Develops and articulates a strong vision for the staff and constituents to ensure that the Library is proactive, responsive, patron and community centered, forward thinking and mission driven.
- Works with the Board of Trustees to develop and recommend overall library standards and direction, personnel policies, fiscal and facilities planning.
- Fosters a climate of participation, creativity and teamwork among and with the staff.
- Provides leadership in strategic planning to meet identified needs.
- Develops a cooperative working relationship with each member of the Board of Trustees.
- Oversees Board agenda and packet preparation and distribution.
- Supervisory duties.
**Required Qualifications:**

Education, Training and/or Experience:

- Master’s Degree in Library Science from an American Library Associated accredited school.
- A minimum of five (5) years of professional library experience with increasing levels of responsibility.

**Knowledge, Skills, Abilities and Personal Characteristics:**

- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to work accurately with attention to detail.
- Ability to arrange items in alphanumeric and/or subject order.
- Ability to speak and deliver programs before groups.
- Knowledge of strategic planning, public administration, cost/benefit analysis methods, budget development and administration, bond and tax levy financing.
- Ability to interpret and apply laws, regulations and policies.
- Knowledge of State and Federal employment laws.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to address and resolve patron conflicts equitably.
- Proficient in the use of email, word processing and spreadsheets.
- Ability to train, supervise and discipline staff as needed.

**Certifications, Licenses, and Registrations:**
None

**Preferred Qualifications:**
None

**Physical Demands:**

- Ability to sit and use a computer extended periods and operate standard office equipment daily.
- Ability to lift and move thirty (30) pounds, daily.
- Ability to push book trucks with up to one hundred and fifty (150) pounds of materials on them, daily.
- Ability to stand for extended periods, daily.
- Ability to perform repeated reaching, bending, climbing and squatting, daily.
- Travel by automobile is frequently required.

**Working Conditions:**

- Majority of work performed in general office/library environment.
- Requires evenings and/or weekends.
• Requires availability for extended hours as needed.
• Requires periodic participation and attendance at events and training.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Hurt/Battelle Memorial Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform essential functions of the position.

The Hurt/Battelle Memorial Library is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

If interested in applying for this position, please send application, resume and cover letter to tmclaskie@hbmlibrary.org. The application is available on the Library website at www.hbmlibrary.org or you may call the Library at 614.879.8448 to request one. The application deadline is 8/28/2020.