

# Director Job Description

The trustees of the Mount Gilead Public Library in Mount Gilead, Ohio are seeking an exceptional leader as its next Director. This highly visible, mission-oriented leadership position will plan, implement, and administer all aspects of the operation of the Mount Gilead Public Library. In addition, the Director will provide strategic direction, innovation, and community collaboration to meet new challenges and fulfill current needs of the Library's patrons and community.

***To apply, email resume, letter of application, and professional references to [tgorsmit@gmail.com](mailto:tgorsmit@gmail.com). Please note "Library Director" in subject line.***

COMPENSATION: this is a full-time salaried position, \$44,000- \$47,000, based on education and experience.

DEADLINE: OPEN UNTIL FILLED

Ability to Commute: Mount Gilead, OH 43338 (Required)

Ability to Relocate: Mount Gilead, OH 43338: Relocate before starting work (Preferred)

Work Location: In person, 41 E High St. Mt Gilead, OH 43338

## MINIMUM QUALIFICATIONS:

- Graduate level Library Degree from an A.L.A. accredited school. (MLS)
- Professional Library experience at the supervisory, management, and/or administrative level.

## REQUIRED COMPETENCIES:

- Familiarity with the Library's automated system.
- Ability to exercise initiative and good judgment.
- Ability to communicate effectively with staff, the Board of Trustees, and the community.
- Ability to interpret community interests and needs and to translate them into appropriate library services.
- Ability to plan, organize, evaluate, and manage the programs of the Library system.

## ESSENTIAL FUNCTIONS:

1. Functions as Chief Executive Officer of the Library.
  - a. Proposes policies to the Board of Trustees for approval.
  - b. Implements policy established by the Board of Trustees.
  - c. Provides leadership to staff in the interpretation and implementation of Library policy.
  - d. Informs the Board about current Library activities and makes them aware of trends and problems that may require Board attention.

- e. Provides professional expertise and guidance to the Board, helping them make decisions, encouraging their development through the reading of relevant publications and the attendance at conferences or seminars as appropriate.
  - f. Assists the President in preparing the agenda for all meetings and provides a monthly report one week prior to regularly scheduled monthly meetings.
  - g. Serves as an ex officio member of all Board committees.
  - h. Advises the Board on operational, staffing and facility changes.
  - i. Represents the Library at local organizational functions.
  - j. Maintains records and documents necessary for the administration and accountability of the Library.
2. Administers the overall program of Library services to the residents of the Mount Gilead Exempted Village School District and surrounding areas.
- a. Works with the staff on the development and implementation of procedures and programs relating to public services.
  - b. Is responsible for the planning, evaluation, and implementation of an integrated computer system to meet the growing needs of the library and the community.
  - c. Purchases and recommends for purchase equipment and materials for Library and patron use.
  - d. Provides a quality collection of materials in a variety of formats and reading levels to meet the needs of the community.
  - e. Works with the Youth Services Librarian and Children's Programmer to provide a variety of programs that meet the needs and interests of the community.
  - f. Encourages the participation of area businesses in the support of Library service and programming for the community.
  - g. Assures that the Library environment is pleasant and that the facility and services are easy to use and meet the community's needs.
  - h. Assures that the staff *is* responsive to the needs of patrons and deals with them in a pleasant and professional manner.
  - i. Shares duties at the circulation desk when needed.
3. Administers Library Staff
- a. Determines staffing requirements & hires the personnel necessary to meet those needs
  - b. Oversees the evaluation of library staff and makes recommendations to the Board.
  - c. Directly supervises the library staff.
  - d. Interprets Board policy to the staff.
  - e. Counsels and advises staff on personnel and patron problems.
  - f. Encourages staff development by providing opportunity for staff to attend job related workshops and conferences.
  - g. Encourages staff awareness of library issues through reading of relevant professional materials.
  - h. Communicates staff concerns to the Board.
4. Oversees the Development of Library Collections
- a. Oversees the selection, purchase and weeding of library materials in all formats to maintain collections that fit within the constraints of the physical space

- available and addresses the needs and interests of the community while keeping in mind the financial constraints of our budget.
- b. Recommends the creation or deletion of Library collections: based on community need, space available, and funding.
  - c. Oversees the Library's automated system, seeing that it is meeting the needs of the the Library staff as well as the Library community.
  - d. Assures that Library materials are properly catalogued, circulated, shelved and easily available for patron use.
  - e. Participates with the other staff members in the selection, and merchandising of materials which reflect the interests and needs of Library patrons and the community.
5. Administers Budget and Reporting System
    - a. Works with the Treasurer and Finance Committee to develop and monitor the budget for effective use of Library funds.
    - b. Maintains a record of purchases, order information and invoices received in order to monitor the expenditure of funds.
    - c. Prepares the weekly deposit of fines and fees collected.
    - d. Provides a monthly report of Library activities, programs, staff information, Library concerns and circulation statistics for Board meetings.
  6. Oversees management of Library Property.
    - a. Consults in planning and construction of facility.
    - b. Oversees maintenance of all Library property and the facility.
    - c. Plans for improvement and maximum utilization of the facility.
    - d. Maintains an inventory listing of all Library furniture and equipment with the location of items indicated.
  7. Directs Public Relations for the Library
    - a. Represents the Library and Board of Trustees in activities of community organizations and committees.
    - b. Works closely with the Public Relations Committee and the staff on promotion of Library services and in the preparation of Library publications.
    - c. Promotes the Library's programs and services to the community through public presentations at local organizational meetings.
  8. Fulfills Other Obligations to the Board of Trustees
    - a. Attends Library related conferences and meetings which relate to the operation of the Library and its services.
    - b. Reads professional literature, keeping abreast of new trends and developments in the Library field.
    - c. Provides to the Board of Trustees an annual report of Library services and circulation.
    - d. Provides to the Board of Trustees a list of annual goals and projects.
    - e. Performs other duties as assigned.