

LOUDONVILLE PUBLIC LIBRARY

POSITION DESCRIPTION



DIRECTOR

JOB SUMMARY:

IMMEDIATE SUPERVISORS: Board of Trustees

POSITIONS SUPERVISED: Directly supervises all staff except for the Fiscal Officer and those supervised by the Youth Services Lead and the Fiscal Officer.

The Director oversees the operations of the library to ensure quality library service to the community and to make certain that the library complies with all applicable laws and policies, including the decisions of the Board of Trustees.

QUALIFICATIONS:

- MLS/MLIS from an ALA accredited program
- Professional library experience in positions with progressive levels of responsibility and supervision

KNOWLEDGE OF:

- LPL's policies, procedures, and techniques (may be acquired after hire)
- Available community resources (may be acquired after hire)
- Applicable federal, state, and local laws
- The principles and practices of public administration
- Strategic planning
- Cost analysis methods and techniques
- Employee supervision, training, and selection methods
- Basic building and grounds maintenance
- A wide range of books and authors
- General knowledge of current technology and its applications

IMPORTANT SKILLS, ABILITIES AND CHARACTERISTICS:

- Present a professional image to the public
- Deal courteously and effectively with a diverse population
- Maintain effective working relationships with the Board of Trustees, Fiscal Officer, library staff, community leaders, and the Loudonville-Perrysville Schools
- Appropriately interpret and apply laws and regulations associated with library administration
- Work as a "team player" in achieving the library's mission in the community

- Communicate effectively in both written and oral forms
- Multitask
- Allocate funds based upon availability and need
- Prepare accurate, complete, and concise reports for the Board and the public
- Maintain a positive and productive work environment for employees
- Identify qualified employees through appropriate screening and interviewing methods
- Identify employee strengths and weaknesses and to communicate those through annual performance reviews and regular coaching
- Identify employee behavior and attitudes that require disciplinary action
- Define problems, collect data, establish facts, draw valid conclusions, and effectively communicate that information to others
- Personal and professional integrity
- Maintain confidentiality

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: The duties listed below are inclusive, but not limited to, the tasks performed by this classification.

STRATEGIC PLANNING:

- Provide leadership in interpreting the mission of the library and evaluating progress towards achieving that mission
- Determine library goals and objectives
- Develop, maintain, and refine library operating procedures and policies
- Identify future needs of the library to better serve the community and develop plans to meet those needs
- Provide leadership in strategic planning to meet identified needs

OPERATIONS:

- Monitor operations to ensure the best utilization of available resources and personnel
- Effectively organize library services and assign duties
- Develop and maintain library operating procedures
- Ensure adequate protection of the library's assets and collection
- Devise and implement staff training and development programs
- Seek efficiency in all areas

SUPERVISION:

- Determine staffing requirements
- Recruit and hire qualified applicants when filling openings
- Formally evaluate the performance of library staff annually and maintain proper records
- Approve staff leave requests
- Review timecards with Fiscal Officer prior to the preparation and disbursement of biweekly paychecks
- Administer and properly document progressive disciplinary actions for library staff as necessary
- Maintain personnel files in cooperation with the Fiscal Officer
- Ensure effective communication with all library employees
- Conduct regular staff meetings
- Provide leadership and guidance to staff members in fulfilling their responsibilities

FISCAL MANAGEMENT:

- Collaborate with the Fiscal Officer to ensure the development of annual budget requests for submission to the Board of Trustees and county budget commissions
- Administer the budget, monitor expenditures, approve requisitions and purchase orders
- Evaluate and implement cost containment measures in cooperation with the Fiscal Officer
- Evaluate and project major expenditures and present findings to the Board for review and approval
- Actively seek funding through grants, bequests, and other sources

COLLECTION DEVELOPMENT:

- Ensure the efficient acquisition and processing of materials
- Oversee the review and selection of materials
- Expand or contract the collection in accordance with the needs and preferences of patrons
- Ensure maintenance of collection areas and be cognizant of trends in publishing and media

FACILITIES:

- Evaluate, develop, and implement plans for allocation and utilization of building space
- Evaluate the need for additional space or changes in building use and present those recommendations to the Board of Trustees
- Along with the Maintenance Custodian, ensure that the facilities, grounds, and equipment are properly maintained, appropriately updated, attractive, accessible, and safe

COMMUNITY RELATIONS:

- Participate in community activities as a representative of the library
- Develop and maintain effective relationships with local print and broadcast media
- Speak before community groups as a representative of, and as an advocate for, the library
- Meet with individuals and groups concerning library issues as necessary
- Resolve complaints and concerns in accordance with library policies, legal requirements, and board instructions

ADDITIONAL DUTIES:

- Adhere to, support, and effectively implement library policies and Board decisions
- Understand and uphold the principles of Intellectual Freedom
- Respond promptly, completely, and accurately to all requests for information from any Board member
- Maintain and increase knowledge and skills through attendance and participation at meetings, conferences, and in-service training sessions
- Participate as an active member of the Ohio Library Council
- Work with the Fiscal Officer to prepare and distribute regular Board meeting information packets
- Provide input to the Fiscal Officer for the maintenance and development of vendor contract agreements
- Seek out and rely upon input from the Fiscal Officer in appropriate financial matters
- Perform additional duties and assignments as assigned by the Board of Trustees

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

Overtime: Exempt

Board approved: 5/7/2018