

LIBRARY DIRECTOR

848

DEPARTMENT: Library

NATURE OF WORK:

Subject to the policies and under the direction of the Library Board of Trustees, the Library Director is responsible for planning, organizing and coordinating the work of the various divisions of the library; studying and working with community leaders and organizations in developing programs to meet the reading and informational needs of the region; planning for short and long-term development and expansion; and performing managerial duties relating to office routine, personnel actions, and budgetary items.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides general supervision over library materials selection based on the needs of the community and the objectives and policies of the library, keeping within budgetary limitations.

Assesses short and long-term needs of the service population through studies and surveys. Works for expanded and improved library services and expanded use of library services by all the service population. Compares service with standards for public libraries. Evaluates adequacy of physical plants, including buildings, grounds, and equipment.

Supervises staff; answers policy and procedure questions; writes and reviews performance appraisals; reviews draft documents, grant proposals, policies and procedures; advises on personnel questions; chairs management ensemble meetings, sits in on staff committee meetings, etc.

Works with boards, library trustees, governing bodies, state officials, and foundation trustees; organizes reports and agendas, reviews minutes, attends board meetings, drafts correspondence, etc.

Composes library long-range plan and monitors and reports on same during the year; prepares grant proposals; compiles and composes building programs; works with staff on their goals and goals for their departments.

Administers the financial affairs of the library, including budget preparation, expenditure of funds, grant administration, and preparation of financial reports.

Administers the board-approved library personnel and pay grade system. Organizes library tasks into job descriptions, sets the organization chart, and supervises department heads and administrative managerial positions. Obtains board approval for all changes to pay grades which were previously established and approved by the board.

Stimulates and guides public relations activities and publicity efforts for the library system; maintains local community contacts.

Represents library at professional meetings and conferences; occasionally writes for library publications and makes presentations at workshops and conferences.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in the library. Administrators work typically sitting in an office, with occasional walking, light lifting and other limited physical activities; some operation of computer and other office equipment is required. Regular contact is made with employees and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the principles, practices and techniques of modern library operation.

Ability to plan, organize, and administer a public library system to meet the needs of the community.

Ability to present ideas effectively--orally and in writing--to staff, the library board, public officials, civic and community groups, and the general public.

Ability to develop and lead a professional staff, and to establish and maintain effective working relationships among employees.

MINIMUM QUALIFICATIONS:

Master of Library Science degree from an American Library Association accredited institution. Minimum of six years of progressively responsible library experience, of which three years must be at a supervisory level.

NECESSARY SPECIAL QUALIFICATIONS:

Must be certified, or eligible for certification, by the Virginia State Board for the Certification of Librarians.

Requires the ability to travel among various library sites.