

**ADRIAN DISTRICT LIBRARY
JOB DESCRIPTION**

DIRECTOR OF LIBRARY SERVICES

Organization: The Adrian District Library serves the City of Adrian (Michigan) the county seat of Lenawee County. The library is a public library governed by a five member board appointed by the Mayor and City Commission. The library is funded by a voter-approved dedicated tax millage (renewable in 2025) and is a Class IV District (Public) Library. The City of Adrian has a population of 21,133 and is located 11 miles north of the Ohio border.

The Library currently has a staff of twelve (8.5 FTE) and an annual budget of \$975,000.

Position Summary: Plans and directs district library services and programs, supervises library staff and ensures the proper maintenance of library facilities. Implements the mission and goals of the Library as set by the Library Board. The Director is an at-will employee of the Adrian District Library.

Reports to: Adrian District Library Board

Supervises: Library staff, directly or through subordinate supervisors

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Plans and directs the services and day-to-day operations of the library in a manner that promotes innovation and continuous improvement.
2. Develops and recommends library policies and procedures for board consideration. Implements the policies and procedures approved by the board working within the framework of the mission and goals of the library.
3. Attends library board meetings and committee meetings and serves as a resource for the library board.
4. Researches and anticipates the needs of the community related to library services and with the Library Board develops long and short range goals and objectives to provide a complete program of services.

5. Manages Library staff in a manner that promotes positive employee relations, maximizes productivity and enhances the positive role of library services within the community. Evaluates staffing levels and conducts regular performance evaluations.
6. Coordinates hiring, orientation and other personnel activities of library staff.
7. Addresses employee human resource issues according to established procedures/ guidelines and in accordance with Federal and State laws and regulations with the assistance of the Library legal counsel.
8. Hires, evaluates, promotes, disciplines, and terminates the employment of staff. Prepares staff schedules and work assignments. Prioritizes activities, allocates resources and supervises performance. Approves scheduled and unscheduled time off, reviews and approves time sheets. Works with the City of Adrian staff in regard to contract/leased employees. Encourages staff members' continuing education.
9. Responsible for the finances of the library, including drafting an annual budget. Administers the budget and submits regular financial updates to the board. Receives and administers gifts, memorials and donations and writes and administers grants. Monitors receipts and expenditures and ensures proper controls and accountability.
10. Prepares invoices for payment working with the provider for fiscal services. Maintains cash register receipts and credits appropriate accounts on a weekly basis.
11. Directly and through subordinate supervisors and professionals, oversees library operations and manages the library's collection of materials, including print, non-print and electronic resources.
12. Oversees the automation and technology needs and maintenance of the Library, including the Library website. Implements new technology as appropriate.
13. Supervises the maintenance, repair and operation of the library's building and equipment. Develops long and short range plans with the Library Board for library facilities to maximize benefits to the community within available funding.
14. Ability to work with vendors, contractors, tradespeople, etc. through the bid process in the maintenance, repair, replacement and remodeling of the Library and its equipment.
15. Tracks projects and activities, collects data, prepares correspondence, produces progress and other general reports, including reports to the State and other entities, and completes related administrative activities.
16. Receives and responds to questions, concerns and complaints from the community. Assures the timely and satisfactory resolution of issues.

17. Plans and implements public relations and fundraising strategies to promote the use of library facilities and publicize special library events. Prepares news articles and other promotional materials, represents the library at community meetings, and at meetings of professional library organizations, including meetings outside of normal business hours.
18. Serves as the primary spokesperson and representative of the library to the community at large. Establishes and maintains effective working relationships with other agencies and officials, community leaders and groups, other library leaders, and the general public.
19. Attends library and professional meetings and participates in regional and statewide professional activities.
20. Serves as liaison to the Friends of the Library.
21. Coordinates and consults with local government officials, and seeks input from specialists and experts as needed. Ensures coordination, compliance and communication with other libraries and public agencies.
22. Provides professional librarian assistance to the public as operational needs demand.
23. Performs other duties as required.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- A Master's degree in library science or library and information science from a program accredited by the American Library Association.
- A minimum of six (6) years post-degree experience in a professional public library position, of which at least two (2) years have been in a position of administration and supervision in a public library.
- Possession of or the ability to obtain a State of Michigan Librarian's Permanent Professional Certificate.
- Knowledge of the professional procedures and practices of library administration to plan and implement a comprehensive program of library services to meet community needs and to effectively operate library facilities.

- Ability to understand and implement the Federal, State and Local Laws and Regulations governing the funding and operation of district libraries in the State of Michigan.
- Knowledge of public library computer hardware and software systems.
- Skill in planning, directing and supervising the work of others.
- Management and leadership skills to direct the Library to meet the goals that contribute to the overall success of the Library. Demonstrated ability to recruit, train, motivate, and supervise employees.
- Skill in handling public relations issues with tact and diplomacy.
- Ability to prepare budgets, collect data, prepare accurate reports and present information to groups in a public setting.
- Ability to work constructively and interact professionally with subordinate employees, colleagues in other departments, elected officials, the general public, the media, contractors, and representatives of other public agencies.
- Ability to attend meetings outside of normal business hours.
- Ability to travel to other locations and transport related program materials.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in a library or office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person. An employee in this position is also required to assist patrons in the library which may include reaching or stooping to access library materials and moving about the library facility.

Includes out-of-county travel for meetings and conferences.

Working hours may be varied, including evenings and weekend hours.