

**TECUMSEH DISTRICT LIBRARY
DIRECTOR POSITION DESCRIPTION
REVISED 12/18/17**

General Summary:

The Director is an at-will employee of the library. Under administrative supervision and policy direction from the Library Board of Trustees, the Director manages and directs all operational and professional activities in the library. The Director provides a leadership role within the Library, and is active within the community and the library profession.

The Director is supervised by the members of the Library Board of Trustees.

The Director supervises all professional, clerical, and custodial library employees, and volunteers.

Essential Job Functions:

This is a general description of the major areas of responsibility and is not inclusive of all tasks and responsibilities of the director.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. **General Administration and Management**

- Manages and supervises Library operations.
- Effectively manages staff and delegates duties as appropriate.
- Monitors workloads and staff assignments.
- Evaluates department managers and key reports.
- Defines expectations for staff performance, sets goals for service and programming, and promotes positive staff morale.
- Oversees the development of staff job descriptions.
- Oversees staff hiring, training, evaluation, promotion, and employment termination.
- Defines expectations for staff performance and sets goals for services and programming.
- Acts as a consultant, mediator, and facilitator to all members of the staff.
- Oversees the selection and cataloging of books and other items to maintain a balanced collection in the Library. Oversees review of books, periodicals, and other collections that are outdated or not used, and coordinates removal and disposition.
- Assures that Library facilities and equipment are properly maintained, and coordinates maintenance and repairs when necessary.
- Assures the Library policy and procedures manual is current and that all staff are aware of and in compliance with Library policies.
- Assures the Library is in compliance with all pertinent local, state, and federal statutes and regulations.

- Understands and monitors state, local and federal law that affects operations and funding of the library and provides information to the Library Board and staff.

2. Fiscal Management

- Prepares and presents the annual budget request for review and approval by the Library Board.
- Directs and monitors expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Maintains administrative control over funds, account balances, and financial transactions.
- Provides monthly financial data, expenditures list, and endowment reports to members of the Board of Trustees.
- Stays abreast of financial issues and provides information to the Library Board as requested/needed.
- Initiates and negotiates contracts, applies for and administers grants, and manages the bidding process.
- Develops a long-term financial plan for Library operations.
- Assures the Library is in compliance with generally accepted accounting principles and required reports.

3. Planning, Organization and Evaluation of Library Services

- In conjunction with Library staff, plans, organizes, coordinates, and directs a balanced program of Library service in accordance with the Mission Statement.
- Evaluates the effectiveness of Library services in relation to the changing needs of the community.
- Provides leadership and direction in the development of short-range and long-range Library plans.
- Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Coordinates and recommends changes to the Library strategic plan.

4. Board and Community Relations

- Responds to public inquiries regarding Library services, reference questions, cultural programs, technology advances, and other related issues.
- Represents the Library and speaks before community, civic and other groups about the Library and its services
- Recommends and administers public relations program(s).
- Oversees the preparation of informational brochures, articles, and reports to publicize the activities and services of the Library, and to increase public awareness of the Library as a community resource.
- Coordinates the Library program with community organizations to ensure the needs of the community are met.
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public.
- Serves as official representative of the Library in actions that legally bind

- or politically influence the Library.
- Provides advice, develops proposals, and makes presentations regarding Library services, programs, and issues to members of the Library Board, local governmental units, community groups, and the public.
- Attends Library Board meetings.
- Provides administrative support to the Library Board. Compiles information from Library Board members relating to agenda items, prepares meeting agendas, and maintains records of meetings.
- Provides orientation to new trustees.
- Supports and facilitates the work of the Friends of the Library organization.

5. Professional and Staff Development

- Provides opportunities for employee development and training.
- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities.
- Attends professional and other meetings to maintain contact with other professional and library related agencies.
- Participates in professional development opportunities to enhance managerial and administrative skills and to keep abreast of new trends and developments in the library field.
- Regularly schedules and participates in staff meetings.

6. Additional Responsibilities

- Serves in a leadership capacity for special projects, technology advances, facility renovations, and growth and development of the Library.
- Oversees the fundraising activities of the Library, including grants, private donations, and Friends of the Tecumseh District Library.
- Champions intellectual freedom and universal access to Library resources and facilities.
- Maintains strong collaborative relationships with libraries, local municipalities, schools, and other governmental entities within the District and the County.
- Acts a legislative advocate for the library and the library community.
- Performs other duties as assigned by the Board of Trustees.

Required Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A graduate degree in Library Science or Library and Information Science from a graduate program accredited by the American Library Association.
- A minimum of five (5) years of public library experience post-degree, of which at least four (4) years have been in a supervisory or administrative capacity.
- Possession of or the ability to obtain upon hire a Michigan Level I Professional Library Certification.

- Proven fiscal management experience.
- Significant knowledge of the application and use of technology in libraries.
- Significant knowledge of the principles, practices, and procedures of professional library administration.
- Ability to develop and supervise fundraising efforts, including grant-writing and fund development.
- Ability to hire, train, and supervise and motivate professional library staff members and clerical assistants.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, Library Board members, professional contacts, and other administrators.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to articulate / communicate the vital role of the Library in the community.
- A sense of humor.

Additional Qualifications

Ability to ascertain the public's interests, needs, and expectations regarding library services and develop programs and services to meet the needs of the community.

Understanding of building maintenance issues.

Knowledge of laws and policies impacting libraries; knowledge of general non-profit and/or governmental unit procedures.

Awareness of library marketing / public relations initiatives and use of social media.

Significant knowledge of library collection classification and selection techniques.

Ability to establish and maintain effective working relationships with other governmental agencies, civic and community groups, and the general public.

Ability to maintain records and prepare comprehensive reports on the operation of the Library, programs offered, collection changes, funding options, and other related issues.

Ability to work effectively under stress and changes in work priorities.

Ability to engage in effective problem solving and to make appropriate and timely decisions.

Ability to involve staff in planning and development of Library services and further staff professional development.

Ability to work effectively with the Friends of the Tecumseh District Library.

Physical Demands and Work Environment:

The physical demands and work environment characteristics 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 essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to travel to various areas of the library building. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a public service setting. The noise level in the work environment varies.

Terms of Employment

Full-time. Salary, benefits and conditions of employment in accordance with Board policy.

Evaluation

The Board of Trustees evaluates performance of the individual in this position.

12/18/17