

Approved 6/27/17

## Van Buren District Library Job Description Library Director

### **Nature of Work:**

The Library Director is the chief administrative officer of the Van Buren District Library. With direction from the Library Board, the Library Director has overall responsibility for all management, administrative, and professional functions. The Library Director reports to the Board and is an at-will employee.

The principal duties and responsibilities of the position include, but are not necessarily limited to the following general areas:

**Responsibilities:** (These examples **do not** include **all** of the tasks which may be expected.)

1. Responsible for the day-to-day administration of the library, within the framework of the library board's adopted policies and budget.
2. Recommends and drafts policies for board consideration. Implements policies and decisions approved by the board.
3. Responsible for drafting an annual budget and presenting it to the board for approval. Administers library budget and submits regular updates to board.
4. Responsible for employing library personnel, subject to approval by board. Provides appropriate job descriptions for all staff. Identifies and facilitates appropriate continuing education opportunities for staff.
5. Serves as primary spokesperson in communicating library policies and procedures to the staff and public.
6. Promotes utilization and support of the library and publicizes library services. Informs the board of current library and information trends.
7. Manages the library system's development activities aimed at securing gifts, endowments, bequests, and grants.
8. Represents the library at professional meetings and community functions.
9. Provides the board with information to keep them current with developments in the library field.
10. Serves as liaison for the library board with all outside boards, including Webster Trustees, library friends organizations, and local units of government.
11. Develops a vision for the future direction of the library system in conjunction with the members of the library board. Communicates the vision and direction to the staff and to members of the community.

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12. Other duties as assigned by the board.

**Required Qualifications:**

1. Master's degree from an ALA accredited program in library science.
2. Five years of public library administration experience post-degree, of which at least three years have been in a supervisory or management position.
3. Ability to maintain effective working relationships with community leaders, public officials, and leaders of educational and civic organizations.
4. Ability to analyze library needs and evaluate library services.
5. Strong personal leadership skills and the ability to represent the library at all levels within the community.
6. Demonstrated ability to recruit, train, motivate, and supervise employees.
7. Strong financial management skills and experience in developing and managing budgets.
8. Excellent written and verbal communication skills.
9. A thorough understanding of library technology and its applications in a public library setting.
10. Exceptional organizational skills.

**Hours and Compensation:**

Level: Salary \$82,000 - \$90,000 40 hours per week; complete benefits.