

# Library Director

Position Title: Library Director  
Reports to: Board of Trustees  
Category: Professional/Administrative  
Classification: Full-time/Salaried with benefits package available  
Responsibility: Preferred B.A. or B.S. with preference given to library sciences from an accredited library school and 3-5 years of related library experience. The director will have the ability to work some evenings and weekends, a willingness to learn new things, a positive service attitude, and a strong familiarity with computers. Ability to alphabetize, to put numbers in order, and to read and comprehend both written and oral instructions and to respond appropriately is required. This position requires the following physical abilities: to handle, lift, and move library materials up to 35 lbs.; to operate a computer mouse and keyboard; to wheel book carts up to 125 lbs.; to stand, sit, walk, stoop, and reach within confined areas.

## Duties:

- Manages the library's budget and resources appropriated and efficiently.
- Maintains an awareness of technology and innovations in library science that are beneficial to the position, including attendance at continuing education.
- Catalogs all items received by the library.
- Implements board decisions.
- Markets the library to the local population.
- Ensures the maintenance of the physical plant of the library, including recommending needed repairs and upgrades.
- Serves as network administrator for the computer network. Troubleshoots problems.
- Receives and processes all incoming and outgoing mail.
- Represents the library at local events.
- Maintains relations with the State Library.
- Serves as a facilitator for the Friends group.
- Plans and carries out programming and special events for the library.
- Maintains a summer reading program and schedules sessions of story hour and other programs.
- Works toward and plans short term and long term library goals.
- Seeks and applies for funding from many available sources.
- Maintains the relevancy of adult and children's collections by ordering titles for acquisition and by weeding the collection. Manages all collection development tasks through inventory and sampling of the collection.
- Manages personnel actions including scheduling, hiring, promotion, demotion, performance evaluation, and training.
- Reports to and informs the library board of current library related issues at monthly meetings. Assists the board president in the preparation of the agenda. Identifies and recommends changes in services, policies, facilities, and daily operations to the library board.
- Places orders for materials, supplies, and other items for the operation of the library.
- Upholds and enforces all policies approved by the library board.
- Completes tasks of Library Clerk as needed.
- Troubleshoots computer issues and keeps current the webpage and social medial accounts.
- Other tasks as assigned by the library board.