

**Buchanan District Library
Position Description
Library Director**

The Library Director is an at-will employee who works at the pleasure of the Library Board of Trustees to represent the Library in the community; oversees the Library's budget and financial operations; plans services and programs; administers library policies; supervises staff; and provides leadership and direction of all Library operations.

PRIMARY AREAS OF RESPONSIBILITY

General Administration and Management

- A. Formulates and recommends policies to the Board.
- B. Maintains and implements Library policies and procedures.
- C. Monitors all Library contracts to assure compliance.
- D. Oversees the Library's electronic presence, including the Library website and social media.
- E. Orients new trustees and serves as a resource for trustee activities.
- F. Provides administrative support to the Library Board; compiles information for Board members; attends all Board meetings; makes monthly reports; and participates in Board committee work as necessary.
- G. Effectively manages the daily operations of the Library.
- H. Directs the maintenance of the Library buildings and grounds.
- I. Oversees collection development and cataloging of all materials.
- J. Assists with public services.
- K. Oversees the maintenance of the Library's network and OPAC software.
- L. Seeks supplemental funding opportunities through grants, endowments, bequests, and other appropriate sources.
- M. Serves as a resource for all standing committees of the Board of Trustees.
- N. Understands and monitors local, state, and national regulations and statutes affecting the Library and Library personnel.
- O. Performs other tasks as assigned by the Library Board.

Financial Management

- A. Assures Library finances are accurately managed on a daily basis, including maintaining accounts payable and receivable.
- B. Provides monthly financial planning data to the Library Board to assist in establishing long and short-term financial priorities.
- C. Submits an annual budget to the Library Board in a timely manner, and directs, revises, and monitors expenditures in accordance with the budget.
- D. Monitors all Library income to assure accuracy and timely receipt.

Planning and Organization

- A. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the Library and the community.
- B. Develops long-term plans for the Library's future.

Personnel Management

- A. Develops staff job descriptions; recommends and administers personnel policies.
- B. Hires, schedules, evaluates, promotes, disciplines, and terminates the employment of staff.
- C. Defines expectations for staff performance and sets goals for service and programming; promotes high staff morale.
- D. Assures staff training and development opportunities.
- E. Acts as a consultant, mediator, and facilitator for staff.
- F. Consults with the Board of Trustees as needed.

Community and Professional Development

- A. Recommends and administers public relations programs to assure a high level of visibility for the Library in the community
- B. Establishes and maintains effective working relationships with other governmental agencies, professional agencies, libraries, civic and community groups, and the general public.
- C. Participates in professional development opportunities.
- D. Represents the Library at appropriate community events.
- E. Presents a professional demeanor at all times.

Position Requirements

Education: Master's degree in library science or library and information science from a program accredited by the American Library Association **preferred**; a bachelor's degree from an accredited college or university is **required**.

Experience: Minimum of three (3) years of increasingly responsible experience in a professional library position, of which at least two (2) years have been in a position of supervision in a public library

License or Certificate: Possession of level 3 Professional Certificate from the Library of Michigan or eligible for certification before appointment.

Completion of the New Director's workshop from the Library of Michigan within one year of becoming a director and completion of the Advanced Director's workshop within two years of becoming a director.

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 communicate with others in person and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is frequently required to access and retrieve books, periodicals and other materials that vary in weight, size and shape and may be located at heights ranging from floor level to over-head level. The employee is frequently required to access various locations within the Library and attend meetings in locations away from the building. The employee must frequently lift and/or move items of light or moderate weight.

While performing the duties of this job, the employee regularly works in an office setting within a public library. The noise level in the work environment is usually quiet.