

Muhlenberg Community Library Job Description

| | |
|---|--|
| Position Title: Library Director | Reports To: Library Board of Trustees |
| Date: January 5, 2022 | Wage Category: Non-Exempt |

General Position Description

As the chief executive officer of the library, the Director plans, organizes, directs, evaluates, and reviews the library's resources, personnel, facilities, services, and programs to respond to the needs of the community. The Director operates under the executive direction of the Library Board of Trustees, and advocates for the library. The primary responsibilities include the management of the library collection, policy recommendation, long-range planning, developing and monitoring budget resources, oversight of staff and services, and the direction and administration of all library activities. The library director must have a comprehensive knowledge of all aspects of the public library field and possess strong leadership and marketing skills. Excellent customer service skills required.

This is a salaried, full-time position that does not qualify as an Exempt Management position as outlined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), Regulations 29 CFR Part 541.

Essential Functions

Personnel

- Administers the timely distribution of payroll and ensures maintenance and administration of personnel leave.
- Develops job descriptions and hires personnel.
- Supervises and evaluates library staff, directly and through appropriate delegation.
- Supervises the training of staff.
- Directs professional staff development for employees and monitors C.E (continuing education) requirements.

Administration

- Evaluates and administers library programs, services, and procedures, including circulation, reference, and programming.
- Develops employment and service policies to present to the Board of Trustees.
- Prepares various reports, including the Annual State Report, and the Plans for State Aid.
- Advocates for improved funding for the Library.
- Supports and advises the Board of Trustees and Friends of the Library in their fundraising initiatives.
- Partners with the Board of Trustees on strategic and long-range planning.
- Prepares and presents library budget proposal for approval by the Board of Trustees.
- Monitors and approves expenditures from the official operating budget.
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds, materials, and activities upon award.
- Maintains current knowledge of popular culture and literature, library trends, issues and technology as well as political, economic and demographic issues that may affect library services, programs, and collection development.
- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, conferences, workshops, and literature.
- Advises, consults, and confers with other libraries professionals, officials, citizens, and community groups.

- Assists with circulation or other patron services, as needed.
- Performs other duties as assigned.

Marketing and Programs

- Assists in managing the library website.
- Directs the library's marketing.
- Advocates on behalf of the library through demonstrations, presentations and displays.
- Represents the library at regional and state committees and meetings.
- Directs the planning and implementation of library programs.

Collection/Development

- Develops and maintains the library collection.
- Develops and implements the collection management procedures.
- Directs the acquisition and processing of all library materials and resources.
- Evaluates the collection and the collection development policies and procedures.
- Directs the weeding of the collection.

Facilities

- Directs the development, repair, and maintenance of the library building.
- Develops policies and procedures for facilities maintenance, and usage of library rooms/equipments.
- Ensures the library facility is a safe and appealing environment for patrons, staff and library materials.

Knowledge, Skills and Abilities

Knowledge

- Working knowledge of professional public library principles, practices, functions, methods and administration.
- Working knowledge of reader interest levels, book, authors and reference sources.
- Working knowledge of automated library circulation systems (preferably Polaris) and online databases.
- Working knowledge of print, non-print, digital and online information sources available from a wide variety of sources, including publishers, the Internet and library and vendor-based systems.
- Basic knowledge of office and personnel practices and procedures.
- Knowledge and support of the principles of intellectual freedom.

Skills and Abilities

- Thorough ability to administer the activities of a public library and to supervise the work of others.
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Excellent managerial, financial, planning and analytical capacity.
- Ability to communicate effectively, orally and in writing, with diverse groups concerning library affairs.
- Ability to handle critical incidents and resolve conflicts involving customers, staff, materials, or facilities.
- Ability to perceive future needs of the library and make plans and preparations to meet those needs.

Job Qualifications

At least five (5) years of progressively responsible experience as a librarian in a public library, including at least two (2) years of supervisory experience, or any combination of experience and training which provides a demonstrated potential for performing the duties of the position. Must also possess excellent customer service and interpersonal skills.

Education or Formal Training

This is a professional position that requires an ALA-accredited Master's Degree in Library Science and a broad knowledge of the principles and practices of librarianship.