



LIBRARY DIRECTOR

REPORTS TO: BOARD OF TRUSTEES

EXEMPT/NON-EXEMPT: EXEMPT (SALARIED)

POSITION SUMMARY: Manages the daily operation of the Grand Valley Public Library according to policy established by the Board of Trustees. Reports to the Board on a monthly basis.

RESPONSIBILITIES:

1. Budgets

- a. Assist the Board in the preparation of the annual budget.
- b. Prepares recommendation and justification of requests for capital purchases.

2. Collection Development

- a. Supervises staff to implement acquisitions and expenditures as defined by established policy, annual budget, and short term goals.
- b. Supervises staff to maintain and weed the collection, discards outdated materials, and replaces, repairs or discards damaged materials.
- c. Compiles quarterly statistics on acquisitions.

3. Policy Recommendations

- a. Assists the Board in developing policy.
- b. Keeps the Board informed of new developments and information reported by the State Library of Ohio, Ohio Library Council (OLC) and other sources.

4. Policy implementation

- a. Promptly implements policy decisions.

5. Statistical Accountability

- a. Compiles daily circulation statistics.
- b. Reports data on request of Board
- c. Prepares annual reports to the State

SUPERVISION

1. Daily Operation

- a. Manages the daily operation of the library.
- b. Maintains working knowledge of all library procedures.
- c. Performs routine circulation desk functions.
- d. Supervises the cataloging and processing of incoming materials.
- e. Provides reference assistance to patrons.
- f. Supervises statistical data accounting.
- g. Supervises the maintenance of the library building and grounds.

2. Staff

- a. Supervises all library staff including annual evaluations, assignments, training, and recommending hiring and firing.
- b. Schedules staffing to assure daily coverage of hours of operation of the library.
- c. Motivates and enables staff to develop in order to provide improvements in service to the public.
- d. Analyzes strengths of staff with the focus on developing these strengths through continuing education, workshops, and seminars.

PROFESSIONAL DEVELOPMENT

1. Professional awareness

- a. Keeps informed of developments in the library profession.

2. Technology

- a. Keeps informed of changes in technology and maintains current knowledge of computer use and application.

3. Professional Organizations

- a. Maintains membership in professional organizations such as OLC and ALA.
- b. Represents the Library in outside activities.

4. Workshops, Seminars

- a. Attends a minimum of two (2) workshops and /or seminars annually.

5. Grant Writing

- a. Researches and applies for grants to obtain funding for various library activities

COMMUNITY INTERACTION/PUBLIC SERVICES

1. Community Development

- a. Evaluates the effectiveness of library services in relation to the needs of the community.
- b. Develops and recommends changes and improvements in service to the community.
- c. Maintain harmonious public relations with patrons, organizations and other libraries.

2. Programming for Adults

- a. Supervises staff to plan and implements regular programs for adults annually.

3. Programming for Children

- a. Supervises staff to plan and implements regular programs for children
- b. Supervises staff to plan and implements Summer Reading Program.

4. School/Library Programming

- a. Plans, organizes and accommodates class visits in conjunction with local schools.

5. Friends of the Library

- a. Promotes the formation and/or maintenance of a Friends group.
- b. Provides support to the Friends organization.
- c. Assists Friends group with goals to help define their role.

GOALS

1. Short term/Long term goals

- a. Assists Board in defining short term (1 year) and long term (2-5 year) goals.
- b. Implements short term and long term goals as established and agreed upon with the Board of Trustees.
- c. Reports progress to the Board on a quarterly basis.

PHYSICAL REQUIREMENTS:

1. Strength

- a. Lift 25-50 pounds
- b. Carry 25-50 pounds

2. Reaching

- a. Reaching above shoulder height.
- b. Reaching below knee height.

3. Other Physical

- a. Standing for moderate periods of time.
- b. Sitting, walking, twisting, bending, crawling, squatting, kneeling, crouching, and climbing.
- c. Hand manipulation including grasping, handling, and fingering.
- d. Cognitive and sensory requirements include talking (necessary for communicating with others), hearing (necessary for communication and receiving information) and sight (necessary to perform all requirements of position).

OCCUPATIONAL EXPOSURES

May be exposed to cleaning agents, copy machine toner, and adhesives.

EDUCATIONAL/PROFESSIONAL REQUIREMENTS

1. Bachelor's degree required; Masters in Library Science recommended.
2. At least four (4) years experience in the field; comprehensive knowledge of library services, principles, practices and procedures. Demonstrated skills in effective oral and written communications, staff supervision, and organizational management and administration.
3. Other considerations include operational knowledge of computers and office machines, A/V equipment, etc.