

Henderson Memorial Public Library

Library Director

Performance Responsibilities:

Below	Meets	Exceeds
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Board of Trustees:

1	Recommend policies and advise the board on operational, staffing, financial, and facilities needed.			
2	Carry out the directives and policies of the board.			
3	Provide data on operations and submit progress reports.			
4	Maintain confidentiality of board matters.			
5	Work with the board president, develop agenda and material for mailing to the board members prior to meetings.			
6	Prepare concise reports in a timely manner.			
7	Implement board decisions on a timely basis.			
8	Support board decisions			

Fiscal Responsibilities:

1	Work with the Fiscal Officer in preparation of the budget.			
2	Provide adequate information when extraordinary disbursements are presented to the board.			
3	Work effectively with the Fiscal Officer.			

Library Facilities:

1	Assure the physical facilities, grounds, and equipment are pleasant, properly maintained, updated, and safe for use.			
2	Negotiate contracts with vendors for required services.			

Library Staff:

1	Assure that the staff is responsive to the patrons and deals with patrons in a pleasant and professional manner.			
2	Determine staffing requirements and recommend the personnel necessary to meet those needs.			
3	Assure that the personnel is properly trained and promote individual development.			
4	Assure that there is effective and fair evaluation of all personnel and maintain proper records.			
5	Inform the board of all disciplinary and possible dismissal action.			
6	Administer wage and benefits according to policies.			
7	Recruit, interview, and select/hire personnel, in collaboration with the board as appropriate.			
8	Terminate employees, as needed, based on sound rationale and documentation.			

Library Collection:

1	Assure that the service materials selected meet the needs of the patrons and represent judicious expenditure of funds.			
2	Assure that service materials are properly cataloged, shelved, and easily available to patrons.			
3	Assure that there is an effective weeding program for collection.			
4	Maintain and improve library automation processes.			
5	Provide a quality collection which meets the needs of the public.			

Outreach to the Community and Other Agencies:

1	Maintain contact and good communications with officials of Jefferson Village, Township and school officials.			
2	Keep the public informed about library services and activities.			
3	Participate in professional associations and organizations.			

Professional Development:

4	Maintain reading schedule of current library trade journals.			
5	Scan publishers' catalogs for possible additions to the collection.			
6	Attend library workshops and seminars as provided and approved.			

Additional Duties:

1	Demonstrate confidence and courtesy when assisting patrons.			
2	Answer reference questions.			
3	Pursue writing of grants as indicated by needs and opportunities.			
4	Demonstrate self-motivation and initiative in acquiring knowledge about the use and application of library materials.			
5	Network with other library directors to share ideas.			
6	Perform other job-related tasks and duties as assigned.			

Having read the position description, I agree with the duties, responsibilities, qualifications, and physical requirements of the position. My signature below indicates my acceptance of the position being offered or confirmation of receipt of my performance evaluation.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____