

THE BRUMBACK LIBRARY

Position Profile

Title: Director

Supervisor: Board of Trustees

Direct Reports: All Staff

Summary of Purpose: *Responsible for all aspects of library operations and functions, for advocating for the library at all times, and meeting the requirements of the Library Board or Trustees, the community, the staff, and local and state government.*

Collection Quality *Ensures a broad and balanced collection that represents the interests of the community.*

- Attends, takes minutes of, transcribes and maintains proceedings of Board of Trustees meetings.
- Serves on the collection development committee and shares responsibility for selecting materials for the library's collection.
- Monitors and weeds assigned sections of the collection at the Main Library and in all branches.
- Stays familiar with current publishing trends and customer interest with the aid of professional reviews, popular media, and customer requests.

Service Quality *Ensures service excellence through customer focused standards and consistently applied policies.*

- Serves as the chief administrator for library operations.
- Serves as a liaison between the library and community officials, organizations and the media.
- Coordinates special projects.
- Keeps abreast of developments in the profession by reading professional literature and attending conferences, workshops, and other training sessions. Incorporates new developments into the library's services.

- Leads regular staff meetings to review and discuss customer needs, library policies, and procedures.
- Provides immediate backup for public service areas.
- As a supervisor, conducts regular performance reviews of other staff.
- Update position profiles.
- Provides quality customer service through direct interaction with the public on a daily basis.
- Oversees daily operation of all departments.
- Addresses customer concerns and complaints.
- Trains circulation staff in dealing with the public, in the use of the online catalog/circulation system and explains library policies and procedures.
- Provides reader's advisory services to patrons.
- Works a regular schedule at the circulation and reference desk and provides back up as needed.
- Leads committee in hiring of new staff.

Access Quality *Ensures public awareness and access to Library resources through promotion, education, and collaboration.*

- Coordinates programming and publicity, including displays and promotional material, for the entire library system.
- Prepares news releases, articles and public service materials for all media outlets, as well as library displays, promotional materials and **in-house** staff newsletter.
- Ensures that library equipment is in good working order, trouble-shoots simple technology problems when they arise, and notifies technology staff of serious issues.
- Approves meeting room use.
- Keeps abreast of changes and upgrades to the online circulation system.
- Maintains the customer database as needed, including, but not limited to, adding and deleting customer records.

Facility Quality *Ensures facilities are safe, functional and inviting.*

- Keeps work areas clean and safe.
- » Monitors the orderliness and organization of the collection as well as displays.
- Monitors customer usage of the library facilities at all branches and takes a proactive approach in preventing disruptive or unsafe behaviors or conditions.
- Reports any serious maintenance problems to the library's maintenance staff.
- Makes decisions for library security systems.

Resource Quality *Ensures adequate resources through public and private funding, gifts, donations, partnerships and the deployment of volunteers.*

- Maintains the library's reputation and positive image in the community to facilitate fundraising and related activities.
- Adheres to budgets and the availability of gifts and donations when ordering materials.
- Oversees the recruitment and supervision of volunteers.
- Trains, schedules, and evaluates personnel.
- Administers donations and gifts to the library.
- Creates statistics and narrative reports for the Library Board of all activities and departments.
- In conjunction with the Ohio Library Council (OLC), lobbies for secure state funding.
- Seeks alternative funding opportunities such as grants for the library.

Qualifications

- ALA Accredited Master's Degree in Library/Information Sciences.
- Competency in the use of current computer hardware and software including SirsiDynix.
- Availability to work evenings and weekends. Minimum of three (3) years prior library experience with progressive levels of responsibility and supervision.
- In-depth knowledge of library and public relations principles and practices.

Note: *This profile portrays typical duties and responsibilities and is not intended to be all-inclusive.*

Signature: _____ Date: _____