

Job Title: Library Director

Status: Exempt

Job Summary: Under the direct supervision of the Meriden-Ozawkie Public Library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

I. Specific Responsibilities

Administration

1. Serve as the library's executive officer and technical advisor to the board.
2. Implement the policies of the library as established by the board.
3. Prepare the draft of the annual library budget for board discussion and approval.
4. Participate in the presentation of the adopted budget to local officials.
5. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
6. Develop staff job descriptions; recommend and administer personnel policies involving hiring, evaluating, promoting and terminating staff in conformity with state and federal law.
7. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
8. Develop, maintain and implement a new trustee orientation experience for new members who join the library board.
9. Prepare for and complete the annual statistical survey administered by the State Library.
10. Serve as primary contact for library relations with the Northeast Kansas Library System and ensure library meets accreditation standards.
11. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries.
12. Other projects as assigned or designated by the Board of Directors.

Collection Management

1. Selects and discards and processes library materials; responsible for overall collection.
2. Periodically review the collection development policy and make recommendations to the library board for revisions.

Service and Community Outreach

1. Coordinate and arrange library-sponsored events and programs, including advertising, space accommodations, presentation, Story-time, Summer Reading Program, etc.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events.
4. Assist local volunteer groups who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications when grant opportunities are offered.

6. Create, organize and implement solicitation of donations and/or gifts to the library, review and acknowledge receipt of donations and/or gifts.
7. Serve as the official representative of the library in the community and speak before community, civic and other groups about the library's services.
8. Maintain records showing all programs offered and number of attendees at each program.
9. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
10. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management

1. Custodial care of entire library to include public areas and store rooms.
2. Supervises the maintenance and repair of physical facility.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills.
2. Ability to effectively communicate ideas and information in both verbal and written form.
3. Knowledge of public library procedures, which will allow effective recommendations to the board.
4. Ability to supervise staff and volunteers and delegate responsibility in an effective manner.
5. Ability to read and comprehend print information, including technical, statistical, and financial information.
6. Knowledge of computers and the Internet, especially integrated library systems software
7. Ability to produce and maintain accurate files and reports.
8. Ability to use and manage office equipment including a telephone system, fax machine, and copier.
10. Ability to work hours and assignments as required by the library board.

III. Minimum Qualifications

1. High School diploma or GED.
2. Three years of public library experience, or five years of experience in a service institution with comparable demands and responsibilities.

IV. Selection Guidelines

Cover letter and resume, written application, oral interview, reference check, and job-related tests as required by the Library Board.

Employee Certification

I hereby understand and acknowledge that any employment relationship with the Meriden-Ozawkie Public Library is "at will", which means that the employee may resign at any time and that the Meriden-Ozawkie Public Library may discharge the employee at any time, with or without cause. It is further understood that the "at will" employment relationship may not be changed by any written document or by conduct unless such change is acknowledged in writing by an authorized executive of this organization.

The above job description is not an employment agreement between the employee and employer. Changes will be made by the employer as the needs and requirements of the job change.

I have read this job description and am qualified for the position it describes. I hereby certify my ability to perform all essential functions of the position as stated in this position description.

Employee Signature

Date

The specific statements shown in each section of this description are not intended to be all inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.

Last Revised: January, 2023