

Plainfield-Guilford Township Public Library
Job Description

Date Reviewed: May 2017
Position Title: Library Director, Full-time
Focus Area: Administrative Services
Reports To: Library Board
Job Classification: Level I/Exempt
Certification: Indiana LC2 or higher

Job summary: The Library Director performs professional library functions requiring specialized knowledge and expertise in all areas of public library services and administration. The position focuses on management of all departments within the library, policy and collection development, facility, community outreach, and all budgetary considerations.

Required education and experience:

- Masters of Library Science
- Five years of progressively responsible supervisory experience in a public library
- Three years in public library administration or a comparable position.

Job Knowledge, Skills and Abilities:

- Extensive knowledge of public library practices, trends and technology applications
- Proven leadership and management skills that foster teamwork, effective communication, and high morale
- Extensive knowledge of collection development with appreciation of literature for both children and adults
- Excellent interpersonal skills and public service manner; commitment to public service excellence
- Excellent English communication skills, oral and written, and public speaking and presentation skills
- Excellent organizational, problem-solving, and facilitation skills
- Excellent computer hardware and software troubleshooting
- Extensive knowledge of and experience using public library technology systems and their applications
- A working knowledge of library standards
- Extensive knowledge of public library budgetary practices and responsibilities within Indiana Code
- Ability to plan, implement, and evaluate effective library services, strategies, and facilities
- Ability to interact harmoniously and communicate well with staff, customers, and Library Board
- Ability to appropriately handle confidential and sensitive information with discretion and trust
- Evidence of past community involvement
- Flexibility to adapt to changing situations and to vary work schedule
- Good vision and hearing, manual dexterity, and physical mobility
- Satisfactory criminal history background check

Essential duties and responsibilities:

Financial Administration

- Works with the Board and staff through the budget committee to carry out the budget planning process
- Develops a budget based on the goals and objectives of the long-range strategic plan adopted by the Board with consideration of monies available
- Seeks grant funding for special projects
- Initiates and completes budget work in a timely manner
- Ensures that an expenditures, income and investments report is provided monthly to the Board
- Applies purchasing practices which provide the best products and services at the best price and in a timely manner
- Oversees the keeping of financial records as proscribed by law and generally accepted rules of accounting
- Manages and analyzed the budget for collections, personnel, facilities, and other applicable resources to achieve maximum value for the library

Personnel Administration

- Develops and reviews written job descriptions for all staff positions
- Develops and reviews salary ranges and salary scales for all staff positions
- Coordinates and monitors the staff to ensure efficient and effective operation of the library while providing excellent customer service
- Ensures that all employees have received an annual evaluation and review
- Encourages and budgets for staff development through continuing education, in-service training, and participation in professional organizations
- Reports on actions taken to promote positive management-staff relations
- Hires and organizes staff to reflect the objectives of the library using the long-range plan as a criterion
- Provides direction to the staff as needed through a variety of means
- Models professional development by participation in professional organizations
- Interprets and administers personnel policies

Community Relations and Service

- Continuously assesses changing patron needs and demographics, and translates these needs into acquisitions, services, and programs
- Initiates and maintains contact with town, township, school and park entities to foster and promote common objectives
- Engages the interest and involvement of service, civic, and business organizations as partners and sponsors
- Tells the story of the library's services and resources through an active staff speaking schedule, brochures, and letters to organizations
- Works with community groups in identifying and implementing appropriate programs to meet the educational and training needs of the community
- Assesses the needs of the business community in order to provide business services
- Provides guidance for the Friends of the Library

Planning Administration

- Takes a leadership role in planning and implementing library objectives which enhance the goals as stated in the library's long-range strategic plan
- Anticipated economic trends which impact the library budget and enlists the help of the board to formulate necessary changes

- Prioritizes library expenditures and projects to address patron needs and for maximum taxpayer return on investment as reflected in the long-range plan
- Evaluates evolving technology advancements and plans for implementation accordingly

Management Administration

- Requires staff to establish written annual measurable performance objectives, including those based on the annual Board objectives and as appropriate to staffing and budget levels
- Oversees and reports on staff objectives
- Implements a reliable back-up system for all computer systems
- Oversees the ongoing maintenance and repair of equipment, building and grounds
- Oversees staff performance
- Delegates responsibilities to library staff
- Oversees development of a balanced library collection
- Attends meetings and participated in professional organizations in order to receive current information and interpretations of state policies and other library concerns

Library Board Relations

- Carries out policies set by the Board in a timely manner
- Provides information requested by the Board in a timely manner
- Keeps the Board informed regarding the functioning of the library
- Attends all Board meetings
- Works with the Board to meet annual objectives and long-range goals as appropriate to staffing and budget levels

Facilities Management

- Recommends and oversees all outside contractual repair and maintenance services
- Recommends new equipment purchases and upgrades
- Coordinates space planning and large building projects
- Handles any troubleshooting and crisis management related to the facility
- Updates and maintains the Capital Maintenance Plan