



## **Three Rivers Public Library District Job Description** **Executive Director**

### **Definition**

Under administration of the Library Board of Trustees, this exempt position is responsible for day-to-day library operations. The director deals responsibly with patron problems and emergencies to maintain a safe and pleasant work environment. The director is responsible for supervision of all employees.

### **Responsibilities and Duties Include**

- A. Provides friendly, courteous and accurate service to all users
- B. Provides a leadership role in the library
- C. Responds to patron requests, suggestions and complaints in a timely fashion
- D. Evaluates operations and activities of the library, plans for future needs, develops library collections and services and adopts and implements new services
- E. Advocates for the library by serving as the official representative of the library in the community and throughout the library field and by speaking before community, civic and other groups about the library's services
- F. Establishes and maintains effective working relationships with library patrons, other governmental agencies, civic and community groups and the general public
- G. Develops staff job descriptions, recommends and administers personnel policies involving hiring, evaluating, promoting and terminating staff
- H. Directly supervises the Management Team; indirectly supervises all library employees
- I. Defines expectations for staff performances, oversees and implements the staff evaluation process
- J. Promotes staff morale through communication, staff meetings, in-service programs and staff trainings
- K. Supervises and encourages staff members continuing education
- L. Attends library board meetings and committee meetings and serves as a resource for the library board
- M. Develops and submits an annual budget and monthly financial reports to the library board
- N. Formulates and recommends policies to the library board and implements board adopted policies and library procedures
- O. Monitors and approves appropriations and expenditures
- P. Prepares legal documents, oversees the filing of required documents, and publishing of required notices
- Q. Oversees grant proposals and submissions
- R. Creates, organizes and implements solicitation of donations and/or gifts to the library, reviews and acknowledges receipt of donations and/or gifts

- S. Monitors, oversees and evaluates the cost and adequacy of insurance coverage, services provided by insurance companies and insurance proposals and provide recommendations for the library board
- T. Oversees the automation and technology needs and maintenance of the library, implements new technology as appropriate
- U. Attends library and professional meetings and participates in regional and statewide professional activities

**Knowledge, Skills and Abilities**

- A. Knowledge of library philosophies, practices, procedures and technologies
- B. Ability to set priorities, make decisions, and exercise discretion with patrons and staff
- C. Ability to think analytically and to exercise initiative
- D. Ability to prioritize work, meet established deadlines, delegate duties and attend to detail as appropriate
- E. Ability to handle multiple and simultaneous tasks
- F. Ability to develop and implement policies and procedures
- G. Ability to establish and maintain effective relationships with staff and with local and regional media
- H. Ability to hire, train, supervise, discipline and evaluate staff at all levels of experience
- I. Ability to work effectively as a team
- J. Knowledge of library budgetary and fiscal practices and library law
- K. Knowledge of computers and the Internet, especially integrated library systems software, Microsoft Office, and similar software programs
- L. Ability to communicate effectively, both in writing and orally and to prepare and present reports and other information in the appropriate format
- M. Ability to work the hours needed to complete responsibilities of Library Director

**Qualifications:**

- A. MLS from an ALA accredited program
- B. Five years library experience
- C. Two years supervisory experience
- D. Position requires day, evening and weekend hours
- E. Access to transportation