

South Holland Public Library

16.0 Job Descriptions



16.1 JOB TITLE: Library Director
DEPARTMENT: Administration
REPORTS TO: Board of Library Trustees
SUPERVISES: All Library Employees

POSITION SUMMARY:

This exempt, full-time position is responsible for day-to-day library operations. The Library Director deals responsibly with user problems and emergencies to maintain a safe and pleasant work environment.

Responsibilities and Duties:

- Provides friendly, courteous and accurate service to all users.
- Provides leadership in the library.
- Responds to user requests, suggestions and complaints in a timely manner.
- Initiates, plans, supervises and evaluates operations, activities and services of the library
- 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.
- Establishes and maintains effective working relationships with library users, other governmental agencies, civic and community groups and the general public.
- Develops staff job descriptions, recommends and administers personnel policies involving hiring, evaluating, promoting and terminating staff.
- Directly supervises the Management Team; indirectly supervises all library employees.
- Defines expectations for staff performances, oversees and implements the staff evaluation process.
- Promotes staff morale through communication, staff meetings, in-service programs and staff trainings.
- Supervises and encourages continuing education for staff.
- Attends Library Board meetings and committee meetings and serves as a resource for the Library Board.
- Develops and submits an annual budget and monthly financial reports to the Library Board.
- Develops and submits monthly and annual service reports to the Library Board.
- Formulates and recommends policies to the Library Board and implements Board-adopted policies and library procedures.
- Develops and administrators strategic, capital, disaster and building plans for the library.
- Monitors and approves appropriations and expenditures.
- Prepares legal documents, oversees the filing of required documents and publishing of required notices.
- Develops and oversees grant proposals and submissions.
- Creates, organizes and implements solicitation of donations and/or gifts to the library, reviews and acknowledges receipt of donations and/or gifts.

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- Monitors, oversees and evaluates the cost and adequacy of insurance coverage, services provided by insurance companies, insurance proposals and makes recommendations to the Library Board.
- Oversees automation and technology needs and maintenance of the library, implements new technology as appropriate.
- Attends library and professional meetings and participates in regional and statewide professional activities.
- Complies with all library and personnel rules and regulations.
- Performs other work as assigned.

Knowledge, Skills and Abilities:

- Knowledge of library philosophies, practices, procedures and technologies.
- Ability to set priorities, make decisions, and exercise discretion with users and staff members.
- Ability to think analytically and to exercise initiative.
- Ability to prioritize work, meet established deadlines, delegate duties and attend to details as appropriate.
- Ability to handle multiples and simultaneous tasks.
- Ability to develop and implement policies and procedures.
- Ability to establish and maintain effective relationships with staff members, government officials, community leaders, users, and the media.
- Ability to hire, train, supervise, discipline and evaluate staff members at all levels of experience.
- Ability to work effectively on a team.
- Knowledge of library budgetary and fiscal practices; library law; Freedom of Information Act (FOIA) and Open Meetings Act (OMA) regulations; and state library standards.
- Knowledge of computers and the Internet, especially integrated library systems software, Microsoft Office products and other relevant software programs.
- Ability to communicate effectively, both in writing and verbally, and to prepare and present reports and other information in the appropriate format.
- Ability to work the hours needed to complete the responsibilities of the Library Director.
- Ability to bend, stoop, and lift up to 20 pounds to access library areas and materials.

Qualifications:

- MLS from an ALA accredited program.
- Five (5) years library supervisory experience or two (2) years public library director or assistant library director experience.
- Reads, understands, writes legibly and speaks articulately in English.
- Position requires day, evening and weekend hours.
- Access to transportation.