

Jasper County Public Library Job Description

TITLE: LIBRARY DIRECTOR

CLASSIFICATION: Director

FLSA: Exempt

REPORTS TO: Board of Trustees

General Summary: Position requires the ability to handle complex administrative, supervisory and professional duties requiring adherence to professional standards of accuracy, confidentiality, integrity and tact. Director carries out library policy as determined by the Library Board. A maximum degree of latitude for independent action is exercised within the scope of library policy.

Primary Responsibilities and Duties:

Essential Functions:

Works with the Library Board, staff and other stakeholders to establish a long range plan that aligns the library's mission, goals and objectives with community needs.

Plans, organizes, coordinates and directs a balanced program of library service to serve all people of its district in accordance with long-range plans as defined by the Board.

Provides leadership for the employment, supervision, development and evaluation of quality employees.

Formulates and recommends policies to the Library Board; implements library policies and supervises the development of uniform procedures throughout the library system.

Submits an annual budget to the Library Board Budget Committee; directs and supervises the expenditure of library funds.

Directs the selection and maintenance of library materials, insuring that professional standards and procedures are followed and that materials meet the needs of the community.

Recommends new construction, repairs and alterations; coordinates completion of these projects at the direction of the Library Board.

Directs the maintenance of library buildings, grounds, equipment and furnishings; provides for safety and security of persons and of library property.

Establishes and maintains effective working relationships with schools, other governmental agencies, civic and community groups, and the general public.

Represents the Library and speaks before community, civic and other groups regarding the objectives and activities of the library.

Keeps abreast of changes in employment law and standard library principles and practices, such as freedom of speech, copyright, collection development and other ethical and legal issues that impact libraries.

Represents the Library at professional and other meetings.

Attends all board meetings, reporting regularly on the library's current status, its progress and future needs.

Must adhere to library Internal Control Standards and System

Other duties: Special tasks as assigned by the Board

Evaluation of the Director:

The Director is evaluated annually in May. A written evaluation is completed and presented by a board-appointed evaluation committee. A copy is filed in the Director's personnel file.

The Director submits to the Board a self-evaluation, goals, objectives, and an evaluation guide for each member in April so evaluation can be completed in May.

Knowledge, Skills and Abilities Required:

Minimum Education: MLS/MLIS Degree from an ALA-accredited college or university.

Minimum Experience: Three years' professional library experience, with supervisory and administrative responsibilities.

Contact with Others: Excellent interpersonal and communication skills in individual and group contacts with staff, board and the public. Capacity to interact in ways which strengthen and build good working relationships. Ability to supervise and evaluate the work of others.

Mental/Analytical Demands: Ability to plan, implement and evaluate. Excellent communicator, orally and in writing. Read written material and calculate mathematical figures. Excellent listener. Excellent organizational and management skills required. Ability to deal with multiple priorities and with difficult situations or individuals calmly and sensitively. Ability to make independent decisions. Ability to collaborate. Deep commitment to excellence in public service. Possess knowledge of current trends in the library profession. Deep commitment to staff development.

Certification: Indiana Librarian II certification or higher

Working Conditions:

Physical Requirements: While performing the duties of this job, the employee is frequently required to use hands, arms and fingers, and to read, write, talk and hear. Must have the ability to sit for long periods of time and to move in a timely manner throughout the library and from the library to other locations in town or around the state.

Working Environment: Ability to function in highly computerized office environment with constant interruptions and crises, and frequent off-site meetings. Regular travel is required and a personal vehicle and a valid driver's license are essential.

Equipment Used: The employee will be required to operate typical business office equipment, including computer hardware. Must have good working knowledge of Word, Excel and other computer applications.

This job description contains the facts necessary to evaluate and distinguish it adequately from other jobs. It is not intended to be a detailed description of every duty and responsibility.

4/01; revised 2/05; revised 12/16; revised 4/24