



POSITION DESCRIPTION

Title: Director
FLSA: Exempt
Grade: Grade VII
Department: Administrative Services
Job Location: Administrative Services

Note: *Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.*

RELATIONSHIPS

Reports To: Library Board of Trustees
Subordinate Staff: All Library Staff
Directly Supervises: All Service Area Managers, Administrative Assistant, Public Relations/Program Coordinator, and Archivist
Other Internal Contacts: All Library Staff
External Contacts: Patrons, Friends of Morrisson-Reeves Library, Suppliers, Business Professionals, and Governmental Officials

JOB SUMMARY

Under direction of the Library Board of Trustees, the Director oversees the daily operations of the Library and exercises authority with regard to personnel, financial management, strategic planning, building management, collection development, library automation and expanding information technologies, purchasing, and community (public) relations. All aspects of library services are administered by the Director with a high level of independent responsibility and accountability, and in compliance with all applicable laws and policies and decisions of the Library Board.

JOB DOMAIN

A. Strategic Management

1. Provide leadership in determining the mission of the Library and evaluating accomplishments toward the mission.
2. Determine library needs using the input of the Board of Trustees, Leadership Team, other library employees and community representatives.
3. Provide leadership in long-range planning to meet identified needs.
4. As the leader of the Leadership Team, oversee and actively participate in the planning, organizing, directing and controlling of the Library's operations. Directs general library and staff meetings.

5. Continually assess and align the strategic, administrative, and operational functions of all departments to be congruent with the short and long-term strategies of the Library.
6. Continue professional growth and development through workshops, seminars and programs that pertain specifically to directorship and to library services in general.
7. Develop professional knowledge through professional literature, research, organizational memberships, networking relationships, area community groups and other professional alliances.

B. Fiscal Management

1. Develop and administer the budget with input from Library Board and Service Area Managers.
2. Evaluate projected major expenditures and present a prioritized schedule to the Board of Trustees for approval.
3. Oversee investment of Library funds as prescribed by Indiana law and as directed by MRL's Board of Trustees.
4. Maintain efficient procedures and effective controls for all expenditures for the Library, cognizant of budget constraints and supported by continual evaluation and implementation of cost-containment measures.
5. Ensure that all service contracts are developed in compliance with advertising and bidding requirements and that all service contractors fulfill contract obligations.

C. Personnel Management

1. Perform regularly scheduled performance appraisals, promoting and assisting employees with career and personal development.
2. Oversee in-service training and staff development programs for all employees.
3. Ensure the appropriate administration of discipline.
4. Serve as the communication liaison between library staff and the Board of Trustees.

D. Building/Asset Management

1. Evaluate the need for changes in building use and prepare recommendations to the Board of Trustees.
2. Provide leadership and direction for major development projects, including construction and/or renovation of facilities.
3. Evaluate and develop plans for achieving the effective allocation and utilization of operational/administrative space to meet the changing needs of the Library.
4. Oversee maintenance of an inventory listing of all library furniture and equipment with the location of items identified.

E. Public Relations and Marketing

1. Oversee and manage the development and administration of all services of the Library.
2. Speak and make presentations in the community and to professional library groups.

F. Other Duties

1. Serve as Director of the Wayne County Contractual Library.
2. Act as chief purchasing agent for the Library according to the Indiana Law and Library policy.
3. Oversee the selection, purchase, and weeding of library materials in all formats to maintain collections that fit within the constraints of the physical space available and address the needs and interests of the community while adhering to budget constraints.
4. Oversee the Library's integrated library system (ILS), staying abreast of current technologies and their application to serving the needs of the Library and the community.

KNOWLEDGE, SKILLS AND ABILITIES

1. **Extensive knowledge of** current general public library service, policy, standards, and procedures; strategic planning; budget development and administration; current human resource management practices, including state and federal employment laws, current library technology and other technology affecting employee work requirements and community service needs, public relations and programming, especially as applicable to a non-profit entity; and facilities management.
2. **Ability to** lead by example; define problems, collect data, establish facts, and draw valid conclusions; identify future needs and develop plans to meet those needs; exercise discretion, consistency, and independent judgment in the interpretation of approved policies and methods in relation to library personnel on a day-to-day basis; work at a varied pace within the context of the working conditions listed below; oversee management of service areas and personnel effectively and efficiently using sound and sensible management practices; maintain a working knowledge of library computer systems and other technologies as they pertain to library functions and services; mentor Service Area Managers; qualify for bonding by insurance company; and to travel independently.
3. **Highly effective skills** in all forms of communication, written and oral, within a variety of settings with both internal and external contacts with special emphasis on the promotion, protection, and perpetuation of the Library and its services; problem/conflict resolution; workplace organization, prioritization and time management.

WORKING CONDITIONS

The **physical demands and work environment** of this position are typical of an interior/office work environment with limited physical effort required and no or very limited exposure.

Essential physical abilities include:

1. Sufficient clarity of **speech and hearing** or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively within the Director's unique role.
2. Sufficient **vision or other powers of observations**, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

3. Sufficient **manual dexterity**, with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment as well as operate a vehicle during travel.
4. Sufficient **personal mobility and physical reflexes**, with or without reasonable accommodation, which permits the employee to function in the context of the Director position to include but not be limited to: daily operations of the library, including interactions with library personnel and outside contacts in various locations and environments; lifting, moving, and carrying 20 - 30 pounds; prolonged standing and/or sitting; and the capability to travel independently.
5. **Environmental conditions** include those risks normally associated within the context of an office environment, exposure to weather conditions when/if traveling on business, and potential limited exposure to cleaning chemicals and solutions. The noise level is usually minimal.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Graduate degree in Library Science from an ALA accredited college or university.
2. 5+ years of professional public library experience in a supervisory role.
3. Must hold or meet requirements to obtain an Indiana LC1 certification.
4. Preference given for previous experience as a public Library Director or upper level management.
5. Valid driver's license.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK, PROJECTS OR DUTIES AS ASSIGNED BY THE BOARD OF TRUSTEES.