

## **DUTIES OF LIBRARY DIRECTOR**

The Director is the administrative officer of the library who is delegated the duty of carrying out the Board's policies. The Director is also the technical advisor to the Board, and as such, should suggest policies and furnish data necessary for decisions on policy. The Director carries out the details of the program according to the adopted policy.

### **To administer the library**

All of the work of the library shall be under the administration of the Director, who shall be responsible to the Library Board. The Library Board shall hold the Director responsible for the successful and efficient administration of library service.

The Director shall operate the library and its activities in accordance with a uniform policy approved by the Library Board.

The Director shall consult with the Library Board on the formation of library service objectives, plans and policies, and shall seek Board approval before administering them.

The Director shall be empowered to make such rules and regulations governing the use of library materials as are consistent with good and efficient library practice and economy of service.

### **To be technical advisor to the Board.**

To hire staff for established positions according to the provisions of the personnel policies. There shall be a job description for all library personnel.

### **To direct the activities of the staff.**

All personnel employed by the library shall be under the general supervision and direction of the Director.

Personnel of the library shall be assigned by the Director to such positions as are deemed best for the efficient management of service.

In cases of insubordination, the Director has authority to suspend employment pending action of the Board.

### **To prepare the budget in consultation with the Board.**

Once a year, before the September Board meeting, the Director is charged with the task of preparing a budget of library service expenditures for the ensuing year. The budget will show expected income and detailed list of proposed expenditures.

### **To keep financial records of the library.**

The Director shall be required to submit for approval by the Library Board at each of its meetings a complete financial status report showing amounts spent to date. Bills shall be submitted to the Board monthly for approval.

Monthly bills shall be paid by check, executed by the Director and signed by a Board member. Checks up to the amount of the spending authority of the Director may be signed by the Director pending final approval of the Board.

Assist the Treasurer in the collection, investment and disposition of library funds.

**To select and purchase books, library materials and supplies.**

The Director shall make purchases as provided in the annual budget. Any departure from this practice should be approved by the Board before purchase.

The Director shall receive, on behalf of the Library Board, under such rules as it may prescribe from time to time, books, money, equipment and library materials as gifts and shall be authorized to dispose of materials not required for the library collection or service.

**To prepare and release all library publicity.**

Only the Director shall be empowered to issue publicity items and stories to news media about library affairs.

The Director may make regular contributions to the news media concerning library programs and services.

**To stimulate the growth of lithe library service.**

To prepare an annual report to the Library Board on or before its March meeting for the prior year ending December 31.

**MOBILITY AND PHYSICAL REQUIREMENTS:** Must be able to bend, reach and lift 30 lbs. Must be in possession of a valid driver's license and able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

## **Library Director Job Description**

The Director is the administrator, technical advisor, and chief executive officer who is delegated the duty of carrying out board policies. All work of the library shall be under the administration of the Director who is directly responsible to the Board for the efficient operation of the library and its service to all the people within the library district.

### **Duties in relation to:**

#### Board of Trustees

Carry out policies as formulated by the Board.

Recommend changes in regulations, policies, and library services to the Board.

Report to the Board current progress and future needs.

Stay current on local, state, and federal laws regarding libraries and employment.

Make monthly reports to the Board regarding services, finances, and statistics.

Make reports to governing authorities as required by law.

Enter into a bond, before entering upon duties, with a corporate surety approved and paid for by the Board (182.075.1 RSMo.).

Make a report to the Board before the end of March stating the condition of the library and its services as of the 31st day of December (182.075.3 RSMo.).

Assist with the Annual Audit to be presented at the June Board meeting.

#### Personnel

Maintain adequate staffing and hours to meet the Library and community's needs.

Recommend staffing levels, salaries, and supervise and direct all library personnel.

Hire, promote, dismiss personnel with permission of the Board.

Maintain job descriptions and recommend changes to the Board as needed.

Attend state library meetings and participate in professional meetings, workshops, webinars, conferences, institutes, and encourage staff and the Board to take part in professional meetings whenever possible

#### Finances

Prepare an annual budget and submit it to the Board at the August meeting for approval or changes.

Administer the budget and make appropriate expenditures provided the limits of the budget are kept.

Maintain appropriate reports and report to the Board monthly the library's financial condition.

Supervise accounts payable and see that bills are paid in a timely fashion.

Prepare all federal grant, state and county reports on time.

Certify all bills for payment.

#### Physical Plant

Responsible for the appearance, care, and maintenance of all grounds, buildings and equipment.

### Library Operations

Work with the staff to purchase books, library materials, equipment, and supplies in keeping with the collection development policy of the Library District.

Assist patrons with service and inquiries on an as-needed basis. Oversee the standards of public service to the patrons.

Oversee and apply for grants and other avenues of income from a variety of sources to supplement the library's tax base.

### Public Relations

Oversee the development and execution of a library public relations program so the community will be appraised of library operations and services.

Authorize preparation and release of all library publicity.

Represent the Library District at different functions.

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**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.