

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.

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.

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.