

CAMDEN COUNTY LIBRARY DISTRICT LIBRARY DIRECTOR

SUMMARY OF WORK

The Director serves at the pleasure of and under broad policy guidance and direction from the Camden County Library District (CCLD) Board of Trustees. The Director will in person perform duties as outlined in the job description listed below. (Board of Trustees will hereafter be referred to as the Board)

Education

The Director will possess a Master's Degree, a Bachelor's degree with a Business, or Finance Minor, and at least five years of professional experience working in a public library or equivalency of education and experience.

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. The Director is responsible for the efficient operation of all Camden County Library Branches. All work of the library shall be under the administration of the Director who is directly responsible to the Board. The Director must have and demonstrate the core values of self-motivation, a positive attitude, respect for others, and honesty. He or she must have a strong commitment to customer service and must be open to suggestions from the community.

DUTIES IN RELATION TO:

Board of Trustees

The Director works with the Board to establish a short and a long-range plan, reports current progress and future needs, carries out policies as formulated by the Board, stays current on laws regarding libraries while informing the Board with updates and changes in regulations, policies, employment status, and library services. The Director makes reports to governing authorities as required by law, oversees monthly reports for Board meetings, and prepares monthly agendas in cooperation with the Board president. The Director participates in the orientation of new Board members and serves as a resource for Board activities.

The Director oversees the notification of all scheduled Board meetings, maintaining a record of all library business, and library procedures, so reports are readily available to all Board members. The Director also participates in preparing the Annual Audit to be presented at the June Board meeting. As per Mo statute: and the Director enters into a bond, before entering upon duties, with a corporate surety approved and paid for by the Board (182.075.1 RSMo). The Director also prepares a required written update to the Board, before the end of March stating the conditions of the library district and its services as of the 31st day of December (182.075.3 RSMo).

Personnel

The Director supervises all library personnel, maintains adequate staffing, and supports hours of operation to meet community needs. The Director recommends staffing levels and salary changes as needed to the board, hires, advances, and dismisses personnel with participation of the Board as necessary. At least once a year the Director reviews the policy manual and personnel job descriptions, and recommends needed changes to the Board. The Director attends library-related meetings within the state as part of continuing education and provides an overview of other meetings attended to the board.

Finances

The Director must have knowledge of accounting and budgetary experience in library economics related to predicting estimates of income and expenditures (e.g., payroll, benefits, donations, etc.), to provide an annual budget report to the Board at the August meeting for approval and/or changes. The new year's budget will show expected income and a detailed list of proposed expenditures. The limits of the budget are not to be exceeded without Board approval. Any amount exceeding the spending authority of the Director may be signed pending final approval of the Board.

The Director maintains appropriate reports on the financial condition of the libraries monthly for timely submission to the Board. The Director administers the budget and makes appropriate expenditures, supervises accounts payable, and ensures that bills are certified and paid in a timely fashion for which payment by check is executed by the Director and signed by a board member. The Director oversees all grants and ensures grant requirements are reported on time.

Branch Facilities

The Director is responsible for the appearance, care, and maintenance of all grounds, buildings, and equipment.

Library Operations/Public Relations

The Director works with the staff overseeing collection development, purchasing of books, library materials, equipment, and supplies. The Director will use good and efficient library practices, making rules and regulations governing the use of library materials in accordance with the state statutes. In providing community service to our patrons, the Director maintains a high standard when answering inquiries from our patrons. The Director must have the ability to identify strengths and weaknesses and resolve problems in a timely manner. The Director will synthesize complex or diverse information, develop alternative solutions, and use reason when dealing with emotional topics. The Director deals tactfully and compassionately with the public and displays a commitment to public service.

The Director oversees applications for grants and other avenues of income from a variety of sources to supplement the library's tax base. The Director relates library objectives to community needs, maintains close liaison with local and county officials by attending commission meetings twice a year, and meets with community leaders, and civic groups to inform them of library needs and concerns. The Director works in conjunction with the Board as needed, for creation, imple-

mentation, and execution of fund-raising through capital, and endowment campaigns, grant support and any other public or private fund-raising. The Director authorizes and prepares releases of all library publicity, representing the Camden County Library District in all public venues.

Internet Technologies/Innovations/Marketing

The Director is responsible for continuing the commitment of advancing internet technologies to our community. The Director assists library IT/Marketing managers in evaluating digital media and integrated library systems software. The Director oversees and ensures data and communication security protocols, and ensures IT/Marketing Managers are supported in applying for grants to keep up on continued access to the latest resources in marketing and innovation technologies. The Director oversees the execution of the Marketing Manager's calendar of public programs to inform the community of all library operations and services.

Mobility and Physical Requirements

While performing the duties of this job, with or without reasonable accommodations, the employee must be able to work with documents of various types, bend, reach, and lift 30 pounds. The Director must be in possession of a valid driver's license to attend outside meetings and occasionally travel overnight for library conferences.

Salary and Benefits

Salary is based upon education and experience as determined by the Board.
Benefits include: Health insurance, paid time off, and a retirement plan.

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

Approved 11-17-23