

Job Description
Art Circle Public Library
Position Title: Library Director

SUPERVISION AND DIRECTION

The Library Director will have charge of the administration of the library under the direction and review of the Cumberland County Library Board of Trustees (the board). The Library Director shall comply with all policies established by the board and with operational procedures associated with the proper conduct of a public library. The Library Director is an employee of the board.

POSITION REQUIREMENTS

Education: A Masters of Library Science (MLS) preferred or equivalent certification\experience.

Experience: Three years of progressively responsible public library experience or five years of experience in a service institution with comparable demands and responsibilities (i.e., staff supervision, working directly with the public, working with governing boards or bodies, etc.).

Physical: The work environment consists primarily of indoor activities. Normal/corrected eyesight and hearing within normal range is required. Must be able to lift and carry books and/or cartons of books weighing up to 20 pounds on an occasional basis and must be able to lift and carry books up to 10 pounds on a regular basis. The Library Director must have a valid motor vehicle operator's license and be able to drive to meetings, training, and other events.

POSITION SUMMARY

Under the direction and review of the board, the library director is responsible for the operations of the library and the development and implementation of its service program, including:

- a. assisting the board with long-range planning and policy development and managing all library resources, including human resources;
- b. organizing the acquisitions, access, storage, and control of the collections;
- c. designing and implementing services and programs for patrons of all ages which will ensure that the goals of the Art Circle Public Library are achieved;
- d. overseeing the maintenance and safety of the library building and grounds;
- e. overseeing the County Archives and Family Heritage Center.

The library director hires and supervises all staff, substitutes, and volunteers who work in the library.

The library director shall subscribe to the *Library Bill of Rights*, the *Freedom to Read*, the *Freedom to View* statements, and the *Ethics Statement for Public Library Trustees*.

SPECIFIC RESPONSIBILITIES

Administrative Services:

1. Serve as the library's executive officer.
2. Implement the policies of the library as established by the board.
3. Prepare a draft of the annual library budget for board discussion and approval; participate in the presentation of the proposed budget to local officials.
4. Manage library operating funds according to established guidelines; maintain accurate and up-to-date records showing the status of library finances; submit monthly and annual financial reports to the board.
5. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances. Submit monthly and annual financial reports to the board.
6. Recruit, select, hire, supervise, evaluate annually, and terminate if necessary, library staff in conformity with library and county policy and state and federal law.
7. Work with library board chair to prepare library board meeting agendas and necessary reports. Notify board members of scheduled meetings.
8. Attend meetings of the board and prepare and submit a detailed Director's Report to the board monthly.
9. Prepare and submit all reports required by the region and the state in a timely manner.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries.
11. Work with the Regional Library as per the service agreement.
12. Oversee scheduling, collection of fees, preparation, use and maintenance of meeting rooms in compliance with policy developed by the board.
13. Oversee scheduling and use of study rooms and conference rooms.
14. Oversee scheduling of staff and volunteers to ensure maintenance of library hours and operation.

Collection Management:

15. Select, or direct the selection of, materials for all media and all age groups, based on the library's approved collection development policy.
16. Catalog and classify library and archive materials according to accepted standards, and maintain the public catalog.
17. Process materials to provide appeal, protection, and control.
18. Develop and maintain a regular weeding schedule.

19. Periodically review the collection development policy and make recommendations to the library board for revisions.
20. Oversee the shelving and organization of materials.
21. Maintain an accurate and up-to-date database of patron registrations and activities.

Service and Service Promotion:

23. Develop and execute an array of service programs to address the various needs of patrons and to make the library more accessible to all. These might include;
 - Preparation and dissemination of bibliographies of popular topics and genre collections;
 - Tours of the library for school, daycare, home school, and other groups;
 - Inclusion of interesting, timely, rotating displays of an educational or cultural nature;
 - Presentations to local organizations or groups on the services offered by the library;
 - Provision of story time sessions for small children, and teen and adult book discussion sessions and/or other programs
 - Support of a summer reading program for children, teens and adults; support of year-round reading programs for teens and adults
 - Acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs
24. Provide friendly and efficient service to patrons checking out materials, requesting directional or community information, or seeking materials or information on specific topics, or otherwise using library facilities.
25. Oversee and supervise the development of library promotional materials including flyers, informational pamphlets, posters and monthly program guides, etc.
26. Assist and guide local volunteer groups (e.g., Friends of the Library) who wish to help with library promotion, fundraising, and enhancement of services.
27. Seek and prepare grant applications in order to supplement local funding of library operations and development.
28. Maintain statistical records which may include, but are not limited to, circulation, services and programs. Periodically survey participants in order to measure progress towards goals.
29. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public and progressing toward the library's service goals.
30. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management:

31. Oversee care and maintenance of the library buildings and grounds.
32. Oversee the work of custodial staff.
33. Regularly review building needs and advise the board in its planning for future expansion or development.
34. Assess the adequacy of existing facilities in regard to the provision of automated services.
35. Oversee public use of library facilities, including developing policy, scheduling, preparation, maintenance and managing fees for meeting rooms, conference room and study rooms.

ESSENTIAL FUNCTIONS AND KNOWLEDGE

1. Excellent interpersonal skills.
2. Ability to effectively communicate ideas and information in both verbal and written form.
3. Ability to work with library board, community groups and elected officials, and make presentations to them.
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances.
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner.
6. Ability to read and comprehend print information, including technical, statistical, and financial information.
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations and through networks including the Internet.
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons.
9. Knowledge and ability to perform basic computer operations and troubleshoot problems, to manage integrated library systems, and to access external databases.
10. Ability to establish and maintain proper priorities and meet deadlines.
11. Ability to work within a confidential environment.
12. Ability to produce and maintain accurate files and reports
13. Ability to use and manage library equipment, including but not limited to, a telephone system, security systems, and mechanical systems.
14. Ability to lift up to 20 pounds.
15. Ability to motivate the staff to perform efficiently and to create a friendly and pleasant atmosphere in the library.
16. Organizational skills to operate the library with limited staff and financial resources.
17. Ability to maintain a flexible work schedule, including night and weekend responsibilities and activities.