

BELLAIRE PUBLIC LIBRARY

Library Director Job Description

Classification: Library Director

FLSA: Exempt

Employment Status: Full-time (includes evenings and weekends).

Reports to: Bellaire Public Library Board of Trustees

Summary:

The Library Director is responsible for all aspects of library administration and services including implementation of library policies; managing operational staff, equipment, collection, property, and facility needs; community outreach and public relations; and networking with professional and community leaders. The Library Director works with the Board of Trustees to recommend and determine the strategic direction and policies for the Library. The Director also works with the Fiscal Officer and Board to develop an annual budget for the organization and tracks various funding sources. This position works with a flexible schedule which may include weekends as well as evenings.

Essential Job Duties and Responsibilities:

Leadership:

- Maintain awareness of library trends by attending workshops, professional meetings, and reading current literature.
- Create and share vision of Library services and activities for the staff, Board of Trustees and public.
- Maintains membership in professional organizations.
- Plans, implements, and evaluates library services.
- Develops, implements, and evaluates long and short-term goals and objectives through strategic planning.
- Evaluates collection for balance and comprehensiveness

Relationship:

- Build and develop relationships within the community, the region, and the profession for the benefit of the Library and the community and to implement library services. Build relationships and communicate effectively with state and local government officials. Possess patience, tact, and courtesy to deal with the general public and ability to work harmoniously with others.
- Speaks before local groups.
- Attends various meetings and conferences as a representative of the library as needed

Board Relations:

- Work in tandem with the Library's Board of Trustees to create and implement a strategic plan and policies governing Library operations and services. Ensure the Board is informed of all necessary information regarding Library operations and occurrences both

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in preparation for monthly meetings with concise reports and as needed to respond to specific actions or occurrences.

- Attends monthly Board of Trustee meetings

Management:

- Administer the Library's strategic planning process and review. Set and model high performance standards characterized by integrity and develop other members of the library team by coaching, inspiring, and empowering people to achieve strategic objectives.
- Monitor library workflow to ensure all necessary operations occur on a regular basis. May require actively participating to fill operational gaps as needed.

Fiscal Operations:

- Work with Fiscal Officer and Board of Trustees to manage relevant sources of funding, develop a budget, and forecast and monitor revenues and expenditures based on budget guidelines approved by the Board of Trustees.
- Accepts and acknowledges gifts of money and other donations, maintaining positive relations with donors.
- Pursues and applies for grant money in the absence of a Programming and Community Outreach Manager or equivalent position.

Personnel Management:

- Attract, retain, and motivate staff to work toward shared objectives; supervise, assist, and evaluate staff and develop/guide team member efforts and abilities to achieve the goals of the Library.
- Provides supervision and delegates responsibilities to the library staff.
- Conducts monthly staff meetings.
- Recommends promotions and termination of staff.

Marketing:

- Work with library staff to develop and communicate a message in alignment with the goals and mission of the Library.

Business and Facilities Management:

- Work with the Board of Trustees to maintain awareness of products and services and to insure contract terms favorable to the library and its users. Approve all contracts on behalf of the Library and acquire Board approval as required before approving contracts. Work with the Fiscal Officer, maintenance, the Board of Trustees, and the Mellott Trust when appropriate, to manage the library's building, grounds, equipment, and larger facilities projects.
- Is familiar with the mechanical systems of the building and able communicate effectively on building maintenance issues.

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Policies and Procedures:

- Identify needs and develop Library policies concerning operations, budgets, and programs for Board approval. Monitor implementation of policies and procedures and review annually for necessary revisions.
- Stay on top of new policies from state and federal government that effect library services and policies.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science.
- Committed to excellence in customer service.
- Strong oral and written communications skills.
- Proficiency in community outreach and presentations
- Effective interpersonal skills with the ability to direct and supervise staff in a way that fosters teamwork.
- Eager to establish and maintain effective working relationships with officials of other agencies and the general public.
- Able to work independently.
- Experience planning and monitoring a budget.
- Navigate reports on multiple funding sources, including memorial trust agreements and annual financial reporting requirements through Probate Court.
- Able to prepare administrative reports and submit in a timely manner.
- Keeps records accurately.
- Proficiency with computers and has broad experience in current technologies and software.

Qualifications:

- Four-year bachelor degree.
- Master of Library Science degree or Master of Library and Information Science degree from an ALA- accredited institution or ability to finish MLS/MLIS degree within 3 years of hire.
- Minimum 5 years of work experience in public library management and supervision.
- Reliable transportation and maintains regular and predictable physical attendance.
- Must successfully pass a background check.

Working Conditions:

- Work generally requires physical effort including standing, bending, and walking.
- Much lifting and carrying of stacks of books, packages, and similar with weights up to 50 pounds.
- Ability to perform repetitive tasks.
- Agility and strength for pushing loaded book trucks up to 150 pounds, and shelving and retrieving library materials stored from near floor level to 90" high.
- Requires attention to visual detail and manual dexterity for using the computer, keyboard, mouse, printer, and other office equipment.

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- Must be able to work with frequent interruptions.
- Hours include some evening and weekends. Schedules may be altered depending on the needs of the library.

The usual physical demands referred to above are typically exhibited when performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the Library and employee identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA related disability.

The above duties are not all inclusive but are the general duties expected of this position. The Director reserves the right to assign other duties as needed for the orderly operation of the library.