

Director

Arcanum Public Library

Full Time/Exempt

General Description

This is highly responsible administrative work involving the direction of a broad range of public library functions.

Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, planning, and direction and administration of library activities. The position is also invested with making the most difficult library technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

Supervision Received

Works under the administrative direction of the Library Board of Trustees.

Examples of Duties

- Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives.
- Evaluates and administers library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information.
- Directs the development and maintenance of a public library collection of books, periodicals, microfilms, DVDs, audiobooks, and a variety of other library materials.
- Directs the development, repair and maintenance of the library building and grounds.
- Provides staff support to the Library Board of Trustees by assisting with meetings, preparing reports, and implementing policy decided by the Board.
- Prepares the annual library budget and presents and defends budget requests before the County Auditor Budget Commission.
- Directs and controls the expenditure of fund allocations within the constraints of approved budgets.
- Confers with state agencies, other public libraries, corporations, and community groups in the development of library programs for the community and assists in coordinating interlibrary program efforts.
- Prepares various kinds of statistical reports on finances, circulation, and library usage.
- Confers with community officials and the general public to provide information and to resolve problems and complaints.
- Directs the training of library staff in technical and administrative library skills.
- Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.

- Represents the library on regional and state committees and serves as the community authority on library issues. Performs related work as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of public library functions.
- Thorough knowledge of the principles and practices of public administration as applied to a public library.
- Thorough ability in oral and written communications.
- Thorough ability to administer the activities of a public library and to supervise the work of others.
- Thorough ability to make decisions in an environment of limited resources and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

Qualifications

A Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity, OR, an equivalent combination of education and experience.