

## Library Director, Southworth Library

### **Summary Job Description:**

The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. The director is responsible for collection development, facility management, financial oversight, staff development and supervision, grants acquisitions and management, and programming.

The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library to the library system, the government agencies and the general public.

### AREAS OF RESPONSIBILITY:

#### General Administration and Management (30%)

- Formulates and recommends policies to the library board and assures implementation of policies and procedures
- Looks for new revenue sources, collaborations with other organizations, and grants
- Serves as a resource for trustees
- Works as a liaison with the Finger Lakes Library System and provides up to date information on trends and programs to improve the operation of the library
- Works with the Building & Grounds Committee of the Board to direct the maintenance and future planning for the library building and grounds
- Ensures the staff manual of library procedures is up to date
- Submits the annual report to the State Library System as required
- Works with the Fund Raising Committee for the annual fund drive, donor appreciation event and creates the annual report to the community
- Supervises management of the volunteers with the Senior Librarian
- Submits and processes payroll
- Prepares and distributes materials for the Board Meetings and records minutes
- Day to day facilities management

#### Financial Management (10%)

- Works with the Library Finance Committee to create an annual budget and monitor expenditures and financial procedures
- Manages grant income and expenditures
- Manages expenditures, contracts and appropriations, reviews and approves bills

#### Planning, Organization, and Evaluation (40%)

- Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
- Manages programming for essential services as necessary for identified groups such as
  - Storytime and preschool age programs,
  - book clubs for children, teens and adults,
  - adult and family programs,
  - teen services,

- digital literacy including computer instruction,
  - summer reading programs for all ages
- Evaluates the effectiveness of library services in relation to the changing needs of the community
- Manages digital communication and calendars, website, social media
- Manages publicity and marketing

#### Personnel Management (10%)

- Administration of library staff including scheduling, performance and HR, expectations and goals
- Develops staff job descriptions to keep current
- Hires, evaluates, and terminates staff (with library board consultation as required)
- Defines expectations for staff performance and sets goals for service and programming
- Works to promote teamwork and optimum utilization of personnel skills and interests
- Manages employee training and development, with staff input
- Acts as a consultant, mediator, and facilitator for staff
- Provides oversight for teen employees through Dryden Rural Youth Services, SYEP and YES

#### Community and Professional Development (5%)

- Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
- Provides and manages outreach to local schools, organizations and centers
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public

#### All other duties as required by the Board of Directors (5%)

#### DESIRED QUALIFICATIONS

- Bachelor's Degree in a related field with a Master's degree in library science recommended
- Two to five years of supervisory experience, preferably in a library environment
- Considerable knowledge of computers and data communications especially in regards to library applications
- Highly developed verbal and written communication skills and social skills
- Ability to make administrative decisions, develop policies and supervise staff
- Effective interpersonal skills consisting of creative and diplomatic management abilities
- A desire to meet and serve the public
- Must be able to work flexible hours, including some evenings and Saturdays

#### CRITICAL PHYSICAL REQUIREMENTS

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, other employees, and the general public;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and wand as necessary to process library materials;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to transport books and materials from one library location to another and the ability to work for extended periods at a checkout desk and at a computer terminal.
- Must be able to lift and carry 35-50 pounds.

Availability March 3 desired.