Library Director

Job Description

The Director of the Croton Township Library shall be appointed by the Croton Township to oversee the daily operation of the Croton Township Library. As head of the Library, he/she shall adhere to board policy and direction from the Library Board as set forth in the policies. He/she is responsible for all library functions within the framework of the Croton Township Library Policies including planning, developing, implementing and directing public library services for the Croton Township Library. The Library Director shall report to the President of the Croton Township Library Board. This position shall be part time with a maximum of 32 hours per week. Additional hours must be approved by the Croton Township Library Board.

The Director of the Croton Township Library shall have Certification for a library of this size, Class 1 serving 3,228 residents, set forth by the Library of Michigan.

As Director of a Library of this size, she/she shall be willing to work as a team with Assistants and Library Board of Directors.

The Director shall participate in continuing education programs to maintain certification as required by the Library of Michigan. He/she shall attend meetings and workshops, necessary to the efficient operation of the library. He/she shall attend meetings with Croton Township Library Board, Croton Township Board, Friends of the Croton Township Library and various meetings within the Lakeland Library Cooperative. He/she shall work with Lakeland Library Cooperative in providing services administered through their offices, and with other libraries as needed.

The Director shall possess excellent knowledge of management principles and practices, supervision, training, and staff utilization.

The Director shall have experience with the operation of all office equipment, including computer, Internet searching, word processing and database management software, copy and fax machine, and phone systems. Accounting and budget skills are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Director shall prepare the agenda for the Croton Township Library Board meetings, and record the minutes for the meetings. He/she shall provide and adhere to the yearly budget, administer board policies, recommend changes to Library Policies and Personnel Policies to the Board, and provides staff support and information to the board.

He/she is responsible for interviewing, hiring, training, evaluation, and dismissing library staff members in line with Library Personnel Policies.

The Director shall provide orientation for new volunteer and new board members as needed. He/she shall prepare a Library Budget for Library Board approval, monitor and approve expenditures as directed by the Library Board, works with other Library Directors and the Croton Township Library Board. Grant writing skills required to develop sources for funds through grant proposals, requests to service organizations, and memorial programs.

The Director shall prepare plans, implement library services, and recommend changes to those services to keep current with the needs of the community.

The Director is responsible for collection development and acquisition. Duties include weeding the collection on a periodic basis.

The Director is responsible for all housekeeping duties pertaining to the library interior.

All other duties as assigned, including the following:

* Prepares library for opening and closing duties
* Making sure lock up procedures have been performed
* All equipment is turned off as required

**Physical Demands**

While performing the duties of this job, the Director is regularly required to stand, walk, sit, talk, hear, use hands for feel and handle, reach with hands and arms, and climb or balance. The Director is frequently required to stoop, kneel, crouch, or crawl, pull-push 60-80 pounds or more and lift up to 40 pounds. The Director is occasionally required to detect foul odors by smell. The noise level for this job is moderate. Special vision requirements are close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, fumes, or airborne particles. Work environment is customer service oriented and, as such, involves considerable interaction and exposure to the general public, with potential for exposure to communicable disease or inappropriate behavior.

I have received and read this job description as presented by my supervisor and am able to meet the requirements as outlined in this job description.

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 06/28/2013