

White Lake Community Library

Library Director

Job Description

Plans and directs all aspects of the community library's operations. Supervises and participates in the operation of library in the community.

Duties

Human Resources

Interviews, hires, trains, supervises, schedules, and dismisses library staff members in accordance with library policies and State of Michigan certification requirements.

Creates and monitors staff working schedules.

Recommends changes in schedules, working conditions, salary scale, and benefits when appropriate.

Maintains personnel files.

Supports staff in professional development.

Financial

- Prepares and administers an annual budget.
- Supervises the expenditure of library funds.
- Prepares and pays bills on a monthly basis
- Prepares invoices for collection of funds from municipalities and other agencies.
- Encourages fund development through grant writing, memorial programs, and requests to community service organizations.
- Advocates for financial support for the library on a local, state and national level.

Facilities Management

Monitors the status of the library facility.

Monitors the status of the library's physical plant.

Monitors appearance of library building and furnishings.

Ensures that facility meets recognized safety requirements.

Schedules necessary repairs.

Schedules necessary improvements.

Governance and Policy Making

Recommends, plans and implements library services and necessary changes in those services to meet the needs and demands of the community.

Provides assistance, direction and information to the Board of Trustees for long range and short term planning both on a local and countywide basis.

Evaluates the effectiveness of library services in relation to the needs of the community.

Apprises the Board of Trustees of community needs and how the library may respond to these needs.

Collection Development

Recommends and administers materials buying policies of the library.

Oversees the purchase of library materials in accordance with the library's collection development policy and the needs of the community.

Ensures that the collection is relevant and in good repair by overseeing regular weeding.

Stays abreast of emerging formats and adds them to the collection when appropriate.

Accountability

Prepares and presents a monthly financial report for the Board.

Prepares and presents a monthly informational report for the Board.

Prepares and presents an annual report for the Board and shares this report with the community, contracted municipalities, and other agencies as appropriate.

Maintains necessary operating files and records and prepares a variety of reports, including the annual report and annual state aid report.

Public Relations

Establishes and maintains contact with local, state, and federal government representatives.

Makes public appearances on behalf of the library.

Participates in Lakeland Library Cooperative meetings and planning sessions.

Prepares publicity materials for local media outlets and distribution within the community.

Gives tours of the building when appropriate.

Technology

Monitors status of all technological equipment.

Schedules necessary repairs.

Stays abreast of emerging technologies and incorporates them into the library program when appropriate and feasible.

Professional Development

Seeks appointment to and attends meetings of local organizations when appropriate.

Stays abreast of local, state, and national developments in library service.

Takes part in state and national library organizations and initiatives when appropriate.

Establishes and maintains collaborative relationships with area libraries and other agencies.

Other duties as assigned.