Job Description

**Position:** Head of the Downtown Lansing Library

**Range:** P4 (Union)



**Reports to:** Executive Director

**Supervises:** Downtown Library Staff

**Reviewed:** May, 2019

Capital Area District Libraries

www.cadl.org

Job Summary

Under the supervision of the Executive Director, plans and directs the management of the Downtown Lansing Library. Supervises the training, supervision, direction and discipline of circulation and public service staff. Assesses community needs, plans and implements programs, sets service goals, builds and maintains an appropriate collection. Enforces library policies and procedures. Communicates with local government on pertinent library issues. Works with community organizations in promoting the library. Performs related duties as needed or assigned.

Duties and Responsibilities

1. Supervises and participates in the day to day management of the library.
2. Trains, supervises, directs, disciplines and evaluates employees. Assists in the interviewing and selection of employees. Develops methods of communication with staff.
3. Supports, explains, and enacts the policies and procedures of the Capital Area District Libraries.
4. Coordinates the tasks of personnel to ensure optimum efficiency and service to the community.
5. Maintains current and retrospective collections through selection and deselection by working with ILS reports, Collection HQ and staff and public feedback.
6. Ensures the continuing education of staff who assist users with their informational, recreational and reference needs.
7. Monitors the quality of service provided to the community with attention to accuracy, timeliness and patron interaction through observation and working on the public service desks.
8. Oversees the space allocation and displaying of materials for the Downtown Library Branch.
9. Develops, prioritizes, plans and implements programs for all age groups based on interests expressed by the community both inside and outside the library.
10. Establishes avenues to promote and publicize library working with the Marketing Department as needed.
11. Ensures fiscal responsibility of budget by allocating amounts.
12. Submits reports, planning documents and budget requests as required.
13. Works with community organizations such as the Friends groups to foster good public relations.
14. Interacts with local government officials through meetings, keeping them informed of library activities.
15. Maintains physical appearance of the building and reports repair needs to appropriate authority.
16. Assists in the long range planning for improving services in the community.
17. Joins professional organizations, reads professional journals and participates in continuing education

workshops/conferences to remain current on library issues and trends.

1. Participates in Capital Area District Libraries system-wide committees.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

Job Requirements

* Possession of a Masters Degree in Library Science from an ALA accredited institute.
* Possession of a Librarian’s Permanent Professional Certificate issued by the Library of Michigan.
* A minimum of four years satisfactory experience in public library in a supervisory position.
* Be physically able to perform the essential functions of the position, with or without reasonable accommodations.
* Second Language speakers desired.
* Knowledge and understanding of the principles of library science and library materials.
* Knowledge of library organization, materials, services, and policies and procedures.
* Ability to use computers and to utilize computer databases.
* Ability to initiate ideas for the improvement of functions and services.
* Effective written and oral communication skills.
* Ability to supervise, direct, and organize the work activities of others.
* Ability to establish and maintain effective working relationships with staff, community organizations, and the public.
* Ability to conduct oneself with tact and courtesy.