



LEANNA HICKS LIBRARY OF INKSTER
JOB DESCRIPTION FOR LIBRARY DIRECTOR

JOB SUMMARY

Under the supervision and direction of the Library Board is responsible for planning, directing, managing, and overseeing all activities and operations of the Inkster Public Library. The director is an at-will employee.

ESSENTIAL JOB FUNCTIONS

*The following tasks are typical for the Library Director position, but are **not** intended to reflect all duties performed within the job.*

- Manage all Library services and activities, including the adult, children, and technical sections, reference and circulation functions.
- Oversee and maintain Library materials and resources.
- Recommend and administer Library policies and procedures.
- Manage the development and implementation of Library goals, objectives, policies, procedures, and priorities.
- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of procedures, including the use of computer technology; allocate resources accordingly.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Plan, oversee, and participate in the development of Library collections, services and programs to more effectively meet current and future community needs.
- Direct catalog improvements, reference assistance, circulation control, and automation functions.
- Perform administrative and technical work supporting the implementation of policies, rules and regulations as determined by the Library Board; keep the Board informed regarding all policy matters.
- Oversee and provide training to individuals and groups on the use of the Library, catalogs, and related equipment.
- Oversee Library building maintenance, including furnishings and equipment.
- Coordinate the services of the Library with the programs of other libraries; cooperate with such agencies to provide extended library services.
- Select, train, motivate, and evaluate assigned personnel and volunteers; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Overseeing and participating in the development and administration of the Library budget; approve funds needed for staffing, equipment, materials, and supplies;

approve expenditures, and implement budgetary adjustments as appropriate and necessary.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of libraries and library administration.
- Manage the contracts of outside vendors including research, acquisition, and implementation of products and services.
- Train staff members in performing their duties.
- Schedule, plan, conduct, and publicize Library activities and programs.
- Review and implement new technologies for the library.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Must be knowledgeable of:

- Operations, services and activities of an independent public library; principles and practices of library administration, organization and management.
- Methods and techniques of modern library work, including cataloging, classification, reference, selection, acquisitions and circulation and weeding collection practices.
- Marketing theories, principles, and practices and their application to library programs and services.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes and regulations.
- Applicable cataloging rules.
- Shared automated library systems administration and operation. Experience with the TLN-Automated System and the Michigan Electronic Library would be advantageous.
- Computers, library software, internet, and digital communications.

Must have necessary skills and abilities to:

- Manage and direct the operations and activities of a public library.
- Develop and administer library goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs, and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of all library staff.
- Delegate authority and responsibility.
- Oversee the assignment of work areas, including acquisition, cataloging, circulation, reference, and children services.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Select and acquire Library materials.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply applicable federal, state, and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective relationships with those contacted in the course of work.
- Use of computers and understand the library's technology needs.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Master's degree in library science or library and information science from a program accredited by the American Library Association.

Experience: Minimum of three years of increasingly responsible experience in a professional library position, of which at least two years have been in a position of administration and supervision in a public library

License or Certificate: Possession of level 1 Permanent Professional Certificate from the Library of Michigan or be eligible for certification before appointment. Must complete the New Director's workshop from the Library of Michigan within one year of becoming a director, and complete the Advanced Director's workshop within two years of becoming a director.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Incumbents require sufficient mobility to work in a library setting, operating office equipment. Able to lift, push or pull at least 20 lbs. Physical demands: stooping, kneeling, crouching, and reaching overhead and horizontally with or without reasonable accommodations.

Vision: Vision sufficient to read small print, computer screens, and other printed documents.

HOURS AND STATUS

Status: Full-time, exempt

Hours: Salary based on the expectation of 40 hours per week. Actual hours may vary Depending on the needs of the job. Hours include some Saturdays and evenings.