

**JOB SPECIFICATION TITLE:
Library Director**

<u>CODE</u>	<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
E	D	6	1	Exempt

CLASS SUMMARY:

This position is responsible for directing the overall operations of the library department. Responsibilities include managing staff including hiring and firing decisions; developing and managing the department budget; managing department facilities; and planning and directing programs.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Manages staff to include: prioritizing and assigning work; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Develops and manages operating, capital improvement, and other department budgets.
3.	Manages the repairs, safety, security, improvements, projects, procurement, and other functions of department facilities.
4.	Performs community outreach, responds to media requests, and serves as a liaison to promote library services.
5.	Plans and directs library programs in accordance with community needs for services.
6.	Reviews and approves technology plans for purchasing software, hardware, and other systems.
7.	Liaison between City and Library Commission and oversees all library committee activities.
8.	Demonstrates regular and predictable attendance, including attendance at required meetings.

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

TRAINING AND EXPERIENCE:

Master's degree in Library Science and 10 years of related experience; Some supervisory experience required

LICENSING REQUIREMENTS:

- Level 1 Certification from the Library of Michigan, Michigan Department of Education
- Valid State of Michigan Driver's License

KNOWLEDGE:

- Management principles;
- Library science principles and practices;
- Reference resources;
- Dewey decimal system;
- Budgetary principles;
- Library operations;
- Facility management principles;
- Community needs for library services;
- Computers and related software;
- Technology plans.

SKILLS:

- Managing and evaluating staff;
- Delegating and prioritizing work;
- Using computers and related software;
- Developing and administering budgets;
- Planning library programs;
- Managing facilities;
- Reviewing technology plans for feasibility;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to promote library services.

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PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.