**JOB DESCRIPTON**

Title: Director

Reports to: Board of Trustees

Status: Full Time/Exempt

**Job Description Summary:**

Reports all Jackson District Library (JDL) system activities to the Board of Trustees (Board). Supervises all library employees and operations directly or through subordinate administrators. Authorizes the purchase of all equipment, library materials and supplies. Leads JDL administrative management team in the review and recommendation for change in library-wide operations.

**Job Duties:**

Library Operations

* Directs overall library operations
* Oversees policies for Board approval
* Directs the overall coordination of library personnel and services
* Responsible for the preparation and administration of all contracts entered into by the Library
* Ability to lead staff in a union environment and participate in negotiations
* Foster teamwork and collaboration amongst staff
* Approves appropriate training requests and staff evaluations
* Performs the duties of other administrative staff members as needed
* Responsible for the day-to-day finances of the Library
* Directs through appropriate personnel the selection and ordering of library equipment and supplies
* Attends various seminars, conferences and workshops and reads various journals, magazines and professional publications to keep current on the latest methods and techniques in library services and management
* Spearheads all funding activities including millage campaigns, building campaigns, grant proposals, etc.
* Supervise maintenance of all library building, equipment and furnishings
* Develop short-term and long-term goals to meet present and future community needs
* Maintain knowledge of new developments in the library profession through professional development
* Assure proper safety and security measures for staff and patrons

Library Governance

* Makes recommendation s to the Library Board as needed and implement approved Board decisions
* Directs the development of preliminary budgets for board approval, and administers and monitors the final approved budgets.
* Attends all Jackson District Library Board meetings, establishes the agenda, and prepares materials
* Prepare all necessary reports for the Board and State of Michigan
* Assist with the orientation of new Board members
* Prepare financial, statistical and other reports as required
* Prepare and present Library budget proposal for approval
* Recommend needed policies and administer the Library in accordance with adopted policies

Library Advocacy

* Serves as official spokesperson for the Library
* Liaison for the Library with various government agencies, professional groups, and community organizations
* Engage in community outreach for the promotion of the Library
* Collaborates with external library entities

Perform other duties, as may from time to time be assigned by the Library Board of Trustees.

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

**Physical Requirements**

Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull or lift materials or equipment weighing 25 pounds or more, and proficient with technology.

Additional Requirements

Ability to travel to branches and other remote sites, travel to workshops and seminars,

read and write, type and operate advanced computer software, perform mathematical functions, communicate effectively, work a determined schedule, take and follow direction, organize work successfully, maintain confidentiality, give attention to detail, maintain a positive customer service attitude, (internal and external), meet deadlines, work independently without supervision, and perform multiple tasks simultaneously.

# **Employment Qualifications:**

* Possession of a Master’s Degree in Library Science from an ALA accredited institution.
* Minimum of eight years of librarian experience including two years of library management and administration activities.
* Possession of a permanent professional librarian's certificate granted by the Library of Michigan (Within 6 months).
* While residency in Jackson County is preferred, must reside within 45 minutes of the main library (Carnegie Library).

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered