

## Portage Lake District Library Job Description

Title: Library Director

Supervisor: Board of Trustees

Classification: Full-Time, Permanent

---

### **JOBS AND RESPONSIBILITIES**

#### *Job Purpose*

The Director is responsible for all aspects of the District operations and functions, advocating for the library at all times, and meeting the requirements of the Library Board, the community, the staff, and local and state government.

#### *Primary Duties*

- Continually evaluates the effectiveness of library services in relation to changing needs of the community.
- Works with staff and external resources, develops and effectively executes plans to meet those needs.
- Has a vision for an evolving library district which includes evaluating future needs for library services and resources and preparing long-range plans for the library.
- Complies with the Michigan Public Library standards.
- Seeks alternative funding when necessary, preparing grant applications and cooperative agreements.
- Serves as the District's executive officer and supervises the Management Team.
- Implements the policies of the District Library, as established by the Board of Trustees.
- Oversees all budgetary matters; leads in the preparation of the annual budget proposal and activities necessary to ensure its approval.
- Oversees all personnel policy and human resources actions including recruitment, hiring, disciplinary action, training, compensation, scheduling, payroll, and evaluations.
- In conjunction with the Financial Officer, prepares documentation for all Library Board activities, including agendas, reports and meeting schedules.
- Oversees the preparation of all documents necessary to meet legal reporting responsibilities.
- Serves as technical advisor to the Board, informing it as to local, regional, state and national developments in the library field.
- Serves as District liaison to other libraries and professional organizations.
- Communicates the District's role to community and local government and civic organizations.
- Attends all Library Board or committee meetings except when officially excused.
- Prepares regular monthly reports and appraises the Board of significant activities, events, problems, and concerns of the Library District.
- Provides administrative support to the Board.
- Assists with and promote orientation and continuing education for Board members.
- Oversees preparation of bills for approval by the Board at regular meetings.

- Reviews the facilities needs and recommends/advises Board on future development needs, including adequacy of buildings to meet programming, automation, and service needs.

#### *Secondary Duties*

- Participates as a member in appropriate civic or service organizations.
- Approves the content of all news releases and other submissions to the media and to the general public.
- Available to assist local organizations, such as the Friends of the Library, in their efforts to promote and enhance member Library resources and services, along with the manager of that library.
- Serves and/or Participate with the Superiorland Library Coop Governing Council, and on cooperative committees. Attends meetings and assists in the promotion of cooperative activities.
- Ensures that the collection development policy remains current and viable; recommends changes to the Board for approval.
- Participates in statewide committees and boards, such as the Michigan Library Association, Library of Michigan, and MCLS (Midwest Collaborative for Library Services).

#### *Knowledge, Skills and Abilities*

- Master's Degree in Library Science from a library school accredited by the American Library Association.
- A minimum of three years of increasingly responsible professional library experience including at least one year of significant administrative and supervisory responsibility.
- Commitment to the mission and philosophy of public library service.
- Excellent leadership, communication, interpersonal and technology skills.
- Demonstrated success in supervising, motivating and developing library staff and engaging effectively with volunteers.
- Experience working in a dynamic library environment, including a desire to interact regularly with the public.
- Demonstrated experience in seeking and obtaining philanthropic and public funding along with knowledge of foundations and endowments.
- Demonstrated results in exercising initiative and independent judgment and in presenting ideas clearly and concisely in written and oral forms.
- A strong vision, effectively articulated, regarding growth and development of public libraries.
- Possession of, or ability to obtain, an appropriate, valid driver's license, or reliable transportation.
- First Aid, CPR training, knowledge of OSHA requirement, etc.

#### *Physical Demands and Qualifications*

- Ability to work long hours.
- Moderate amount of local, state and national travel required.

- Work is normally performed in an office environment; however some off-site job duties may be necessary.
- Ability to work flexible hours, including evenings and weekends.
- Requires standing, walking, stooping or crouching, kneeling, crawling, balancing, sitting, reaching, pushing, and grasping.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.