

2/25/2020

Job Title: Library Director**Description Type:** New Revised**Department:****Reporting Relationship:****Reports to (Title):** APLD Board of Trustees**List of direct reports (by Title):** Applicable Not Applicable

Assistant Director/Head of Adult Services

Business Manager

Head of Children's Services

Head of Circulation Services

Maintenance Manager

Head of Information Technology

Head of Marketing and Communications

Head of Technical Services

Position Summary:

Act as the District's chief administrative and executive officer. Manage and direct operations of the library. Responsible for overall administration and operation of departmental activities.

Essential Job Duties and Responsibilities

- Act as technical advisor to the board and recommend needed policies for board action
- Develop and oversee Long Range Plan to meet present and future community needs
- Carry out the policies of the library as adopted by the board
- Know local and state laws; actively support library legislation in the state and nation
- Attend all board meetings other than those in which the librarian's salary or tenure are under discussion
- Administer insurance: health, life, building, retirement and worker's compensation
- Manage and supervise the day-to-day operations and business of the library
- Prepare and manage annual budget for the library in consultation with the library board
- Hire, train, evaluate and mentor personnel and supervise their work
- Maintain an attractive, safe, comfortable and convenient library facility
- Maintain an active program of public relations
- Maintain awareness of trends in the profession
- Affiliate with the state and national professional organizations and attend professional meetings and workshops
- Direct and implement a variety of programs and services that meet the needs of the community
- Oversee collection development of library materials
- Suggest, carry out and evaluate plans for extending library services
- Actively engage and partner with community agencies and organizations

Qualifications:

- Masters of Library Science Degree from an ALA-accredited school
- Minimum two years of public library experience
- Strong budgeting skills, direct experience with at least department-level budget management
- Familiarity with a variety of information management systems and an ongoing commitment for continuous growth in understanding and implementing emerging technologies
- Demonstrated ability of strong communication and interpersonal skills. Effectively able to communicate and build consensus across departments and diverse constituency groups

Working Conditions/Physical Requirements:

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb intermittently
- Talk and hear
- See close, far and have the ability to adjust focus
- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 25 pounds and push/pull 150 pound carts