

Library Director Paw Paw District Library

FLSA Status: Exempt

Work Schedule: Weekdays with some weeknight and weekend hours

GENERAL STATEMENT OF DUTIES: The position involves responsibility for the management of all essential functions of the public library including administration of all library activities, making library technical decisions, all aspects of library finances, human resources, facility and grounds, and outside organizations, and policy recommendation. The work requires that the director have a thorough knowledge of the public library field.

ESSENTIAL JOB FUNCTIONS: The following are examples of required tasks for this position, but are not intended to be complete or exclusive of the position.

Financial:

- Approves expenditure of appropriations for library purposes.
- Prepares and presents library budget proposal for approval from the Library Board. Monitors and approves expenditures from the official operating budget.
- Monitors, oversees and evaluates the cost and adequacy of fringe benefits, RFPs, and service contracts and provides recommendations to the Board.
- Supervises bookkeeping for the library and works with the library business manager to handle the annual audit and other financial matters.

General Duties:

- Recommends policy updates and changes to the Library Board and plans for the implementation of public library goals and objectives.
- Prepares Library Board of Trustees meeting agendas and reports at each meeting to keep the Board informed of the Library's progress and problems.
- Serves as ex-officio member of board committees.
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies.
- Responsible for collection development either directly or through appropriate delegation.
- Completes the annual report for the state.
- Oversees the repair and maintenance of the Library building and grounds.
- Resolves patron problems and complaints. Solicits and considers patron suggestions.
- Serves as the Freedom of Information Act Coordinator.
- Performs routine library duties as needed.

Human Resources:

- Stays informed with Human Resource and Employment laws and implements necessary changes.
- Assumes the role of HR lead for hiring, terminations, assignments, management, and evaluations.

Outside Organizations:

- Works with the Friends of Paw Paw District Library to support library services.
- Represents the library at professional associations including MLA, ALA and the Southwest Michigan Library Cooperative meetings.
- Becomes involved in community groups and organizations for the purpose of promoting library services.

PHYSICAL DEMANDS: The physical demands described here are representatives 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 the essential functions.

- While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls. The employee is occasionally required to kneel and crouch.
- The employee must occasionally lift and/or move up to 25 pounds.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Ability to read printed materials and information on computer screens.
- Ability to communicate effectively with individuals in person, over the telephone, and via the printed word.
- Ability to file materials on shelves ranging from 1 to 7 feet from the floor.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Ability to work in an environment with continuous interruptions, public contact, and changing priorities.
- Ability to operate computers with proficiency using library software, word processing, and the Internet.
- Ability to work flexible hours to observe library during all hours of public operation.
- Ability to travel to attend meetings both inside and outside of Paw Paw.

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS:

- **KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the principles of library science, thorough knowledge of library administration including budgeting; strong oral and written communications; and considerable knowledge of supervision principles.
- **EXPERIENCE AND TRAINING:** A Master's Degree in Library Science from an accredited college or university plus five (5) years of progressively responsible library administration experience including at least three (3) years in a supervisory capacity or any combination of experience and training which provides a demonstrated potential for performing the duties of the position.
- Excellent communication skills both verbal and written.
- *This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*

Salary: \$60,000-\$80,000/year with generous fringe benefit package. Salary will be commensurate with experience.