

Library Director

Job Title	Library Director (Salaried, Exempt) Approved 10/05/2021
Position Summary	The Library Director serves under the Board of Trustees and is responsible for the general financial, personnel, and program administration of the Sullivan County Library System in accordance with the policies established by the Board.
Position Requirements	<p>Education: American Library Association accredited Master of Library Science or Master of Library and Information Science (MLS or MSLS) degree or within one year of completing it.</p> <p>Experience: Minimum of five years of library experience, as a public library director, branch manager, or equivalent.</p> <p>Preferred Skills:</p> <p>Be able to articulate the value of library services to the community.</p> <p>Possess skills for the successful management and supervision of staff and appropriate programs.</p> <p>Be able to assist the Board of Trustees in the in the implementation of library policies and programs.</p> <p>Be able to develop appropriate budgets and oversee expenditures and the accounting of funds.</p> <p>Have an understanding and appreciation of technology with an emphasis on functionality with the ability to implement internally and externally.</p> <p>Physical Abilities:</p> <p>No special physical abilities are required. Must hold a valid driver's license. Must be able to lift or carry objects weighing 10-40 pounds.</p>

Reports to: (SUPERVISION & DIRECTION)	Sullivan County Library Board of Trustees
Supervises:	Has direct supervision over Branch Managers and Administrative staff. Has indirect supervision over all Library staff.
Working Relationships:	<ul style="list-style-type: none"> • Assumes a leadership role in providing information, recommendations, and policy proposals to assist the work of the Library Board of Trustees. • Maintains a positive working relationship with all staff to enable effective management and supervision. • Works with county officials to ensure appropriate relationships and financial resources. • Continually strives to develop positive relationships and articulate the mission of the library to the community. • Works as the liaison for OWL • Works as liaison between Friends groups and county.
Key Result Areas:	<ul style="list-style-type: none"> • Policy and General Administration • Procurement Policy of Sullivan County • Personnel Administration • Program Administration <p>An annual evaluation of the Director is administered by the Library Board of Trustees, using the adopted evaluation instrument.</p>
Essential Duties: (KEY TASKS)	<ol style="list-style-type: none"> I. Policy and General Administration <ol style="list-style-type: none"> A. Supports the planning function of the Board with advice, information, and recommendations. B. Prepares annual budget consistent with Board plans. C. Keeps Board informed of progress toward accomplishment of program objectives. D. Carries out policies as adopted by the Board. E. Recommends policy change and review as appropriate. F. Submits materials to the Board in time to allow for review and preparation for meetings. G. Provides support and assistance to library committees. II. Financial Administration <ol style="list-style-type: none"> A. Expends library funds in accordance with the annual budget. B. Maintains accurate and complete financial records.

	<p>C. Makes regular financial reports to the Board.</p> <p>D. Applies purchasing practices that provide desired products and services cost-effectively and in a timely manner in keeping with procurement policies of Sullivan County.</p> <p>E. Pursues sources of outside funding for library programs, Library Friends, grants, etc. Keeps the Board informed of such sources.</p> <p>III. Personnel Administration</p> <p>A. Supervises the personnel functions of the library system.</p> <p>B. Distributes staff assignments and delegates so as to accomplish library program objectives efficiently and effectively.</p> <p>C. Enables optimal performance of library staff through communication and training.</p> <p>D. Works with staff to develop individual plans for continuing education and professional development.</p> <p>E. Meets regularly with staff to administer policies, enhance customer service, and forwards the library mission.</p> <p>F. Ensures compliance of staff with personnel policies.</p> <p>G. Evaluates employee work performance on a yearly basis.</p> <p>IV. Program Administration</p> <p>A. Directs library resources toward the accomplishment of library goals and objectives.</p> <p>B. Works with the Board to serve the programming needs of the community.</p> <p>C. Uses community input to direct the development of appropriate programming in all departments and levels of library service.</p> <p>D. Measures library program output and evaluates program quality in accordance with the goals and objectives through circulation, computer use, and door count records, as well as user surveys and anecdotal accounts.</p> <p>E. Works to involve the library in the community and the community in the library through an active program of public relations and outreach.</p> <p>F. Ensures all library system facilities and equipment are adequate to the fulfillment of the library’s mission by maintaining or improving them as necessary.</p>
<p>Core Skills:</p>	<ul style="list-style-type: none"> • Ability to communicate clearly in speech and in writing. • Ability to analyze and present statistical and financial data. • Uses knowledge of various software programs to operate a computer in an effective and efficient manner. • Has a strong understanding of public library history and trends with the ability to interpret library trends to meet the specific needs of the community through programs and library resources. • Ability to coordinate with the Library Board in setting appropriate library policies. • Ability to lead, manage, and supervise library staff in the effective provision of library services.

	<ul style="list-style-type: none">• Ability to work effectively and amicably with a wide range of community representatives as library patrons, volunteers, board, and committee members.• Ability to plan, direct, and evaluate programs.• Maintains an active involvement in professional associations.
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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.