



**Position Title:** Library Director  
**Supervisor Title:** Board of Trustees  
**FLSA Status:** Exempt

## Minimum Qualifications

MLS from an ALA accredited school or comparable experience. Three years experience in a public library including one year with supervisory and managerial responsibilities. Verifiable leadership, team building, budgeting, and fiscal management skills. Intermediate to advanced computer and information technology skills.

## Job Responsibilities

Within the goals, policies and guidelines established by the Board of Trustees, assume overall responsibility for the development and delivery of high-quality library services and for the administration, operation, and security of the library.

## Primary Duties

1. Provide friendly, efficient, and knowledgeable customer service.
2. Coordinate and oversee day-to-day library operations, including the delivery of library services and facility management.
3. Coordinate all planning efforts of the staff and library board, to include: developing, implementing and evaluating library services; building and maintaining a collection of library materials and resources; and developing and implementing strategic planning cycles.
4. Develop and prepare the annual budget and related fiscal documents for the library board. Implement and manage the approved budget. Oversee ongoing business operations of the library. General knowledge of Quickbooks, payroll taxes and bookkeeping. Assists and oversees bookkeeper with filing of online forms, payroll, bills and reports. Seek to improve library services and collections in a fiscally responsible way.
5. Prepare and submit legal notices as required by law.
6. Provide regular reports to the board about the status of the library and its services, resources and usage. Prepare background materials for board and board committee meetings, and provide information, counsel and advice on all matters that are considered. Recommend and help formulate policies and policy changes. Execute decisions of the board.
7. Develop and sustain a public information program that effectively informs the community about library services and promotes a strong library presence in Tremont. Represent the library on occasions that require professional competence for promoting library services, programs and goals, and for explaining policies, procedures and operations. Pursue and maintain contact with other community organizations and develop methods of cooperation. Establish effective working relationships with community leaders and officials, and/or serve on committees of community organizations.
8. Provide for recruitment, training, supervision, evaluation, motivation and development of a highly effective, responsive, service-oriented staff. Directly supervise and evaluate the performance of staff.
9. Identify, assess feasibility, and implement information technology services that respond to the needs and interests of the community. Assist and instruct patrons using virtual resources, downloading digital content, using publicly available technology including computers, printers, copiers, scanners, fax, etc.
10. Understand and use technology systems and equipment in the areas of hardware, operating system and file management, software applications, and internet.
11. Collect, maintain, report, and analyze accurate and up-to-date statistics about the use of library services. Perform other duties as assigned.



## Additional Duties and Physical Requirements

- Assist with development and fundraising efforts on behalf of the library, including the pursuit of appropriate grants.
- Able to lift 30 pounds and push carts up to 100 pounds.
- Able to sit and/or stand for long periods of time

## General Performance Requirements

In order to perform these duties effectively and in a manner consistent with the library's commitment to high quality public service, the employee must possess, and will be expected to consistently exhibit, the following qualities and capabilities

- **Competence** relates primarily to technical aspects of the job: the ability to learn various job functions to perform them correctly and completely, and to understand why they are necessary and how they affect library operations and other staff members.
- **Productivity** is the ability to function efficiently and purposefully to produce the expected volume of useful work in a timely manner.
- **Initiative** is the capacity to view one's duties broadly rather than narrowly, to be a "self-starter," to anticipate problems or needs and be resourceful in handling them, to step forward to address issues without being specifically directed to do so, and to take responsibility for thorough and effective follow-through.
- **Commitment** is characterized by dedication and a sense of responsibility to co-workers and the library as well as to the job. Committed employees can be relied on to set a good example for co-workers. They consistently fulfill their work schedules, exhibit good work habits, meet deadlines, and give extra of themselves when necessary.
- **Judgment** is the ability to make appropriate decisions given both the situation at hand and the employee's position at the library, to exercise discretion where needed, and to establish priorities correctly when performing their duties.
- **Teamwork** is the capacity to interact effectively with co-workers for the common good of the staff and the library. A cooperative, non-competitive spirit, supportiveness, courtesy, and respect for the feelings, circumstances, and perspectives of others all contribute to teamwork and staff cohesiveness. An ability to adapt to change and a willingness to accept direction and constructive criticism from a supervisor are also needed.
- **Effective Public Service and Interpersonal Contact** depends on attitude, demeanor, and appearance as well as on specific skills. Responsiveness, courtesy, helpfulness, the ability to speak and write clearly and grammatically, a neat personal appearance, and an orderly workspace enhance customer satisfaction and project a positive image of the library with the public and others.
- **Professionalism** includes bringing to the job a body of knowledge and expertise in the field of library and information science that is characterized by a proficient implementation of library procedures, operations and services. It is also characterized by maintaining awareness of library trends and technology as part of one's own professional development.
- **Leadership** is characterized by the willingness and the ability to assume responsibility. Employees who are leaders model the work habits, behaviors and attitudes expected of all library staff. Effective leaders exhibit creative problem solving skills and the ability to grow and develop in times of change.
- **Technology Proficiency** is characterized by the ability to adapt to new technologies regarding computers, audiovisual equipment, information management systems and other library systems. Employees are proficient in using library technologies; understand the critical and evolving role of technology in libraries; resolve routine problems without assistance; facilitate information access for patrons; demonstrate level of technical expertise appropriate to job function and a willingness and ability to learn and apply new and emerging technologies.