

Job Title: Library Director

FLSA Status: Exempt

Reports to: Library Board

Job Summary: The Library Director is the chief executive and administrative officer of the Plymouth District Library (PDL). With direction from the Library Board, the Library Director has overall responsibility for all management, administrative, and professional functions of the library system. The Library Director is responsible for long-term library development and daily operations under policies and goals established by the Library Board.

The Library Director reports to the Board and is an at-will employee. The Library Director is evaluated annually by PDL Board of Trustees.

The principal duties and responsibilities of the position include, but are not necessarily limited to the following areas:

Responsibilities: (These examples **do not** include **all** of the tasks which may be expected.)

1. Responsible for the day-to-day administration of the library, within the framework of the library Board's adopted policies and budget.
2. Recommends and drafts policies for Board consideration. Implements policies and decisions approved by the Board.
3. Responsible for overseeing preparation of an annual budget and presenting it to the Board for approval. Administers library budget and submits regular updates to Board.
4. Oversees development opportunities through the Southeast Michigan Community Foundation.
5. Serves as administrator of the Voluntary Employee Benefit Association.
6. Responsible for employing library personnel; recruits, interviews, hires, helps determine staffing assignments, and new personnel training.
7. Supervises all library employees in a manner consistent with the organizational structure. Evaluates employee work performance, maintains high levels of staff morale, and disciplines employees as needed.
8. Develops staff capacities to meet goals and objectives. Plans and approves staff training and continuing education activities.

9. Attends, conducts, and participates in staff meetings and Board meetings.
10. Serves as primary spokesperson in communicating library policies and procedures to the staff and public.
11. Promotes utilization and support of the library and publicizes library services.
12. Manage and coordinate library fund raising efforts and relationships with Friends and other library support groups.
13. Informs the Board of current library and information trends.
14. Manages the library system's fund development activities aimed at securing gifts, endowments, bequests, and grants.
15. Represents the library at professional meetings and community functions.
16. Oversees the maintenance of building and ground facilities, and equipment.
17. Supervises and maintains service contracts.
18. Other duties as assigned by the Board.

Required Qualifications:

1. Masters Degree from a Library/Information Science program accredited by the American Library Association.
2. Eight years of public library experience post-degree, of which at least three years have been in a supervisory or management position.
3. Ability to establish and maintain effective working relationships with community leaders, public officials, and leaders of educational and civic organizations.
4. Ability to analyze library needs and evaluate library services.
5. Strong personal leadership skills and the ability to represent the library at all levels within the community.
6. Demonstrated ability to recruit, train, motivate, and supervise employees.
7. Ability to develop long-term goals, objectives, actions, and policies to support the mission of the library system.
8. Strong financial management skills and experience in developing and managing budgets.

9. Excellent written and verbal communication skills.

10. A thorough understanding of library technology and its applications in a public library setting.

11. Exceptional organizational skills, including the ability to prioritize and manage multiple projects.

Additional Skills and Abilities:

Strong interpersonal skills: proven background of effectively working with subordinates, Library Board, the public, etc.

Strong public service orientation.

Extensive and demonstrable knowledge of public library issues and trends.

Working conditions and ADA requirements:

Environmental Conditions: Work is performed primarily in a public library and/or office setting. Approximately 50% of assigned time will be working with the public. Noise level is quiet to medium. Temperature level is normal indoor range, year-round.

Machines/Equipment representative, but not all-inclusive of those commonly associated with this position: Computers, cash register, keyboard devices, scanners, printers, photocopiers, FAX digital/handheld communication equipment, hand-trucks, forms, books and media, file cabinets.

Other conditions: Flexibility in scheduling required; this position includes regular evenings and Saturdays, and some Sundays throughout the year. Some travel may be required to attend meetings, conferences, and training.