

MOORE MEMORIAL LIBRARY

Job Description

LIBRARY DIRECTOR

General Position Description: Full-time position on site; reports to the Board of Trustees.

General Requirements: Four-year degree from an accredited institution.

Summary of Responsibilities: The Library Director is responsible for recommending, designing, implementing, directing, supervising and evaluating an active program of educational, cultural, and information services relevant to the community. This includes use of the library's public computer lab and coordinating with the Greene Historical Society's Museum space.

Responsibilities to Patrons:

Provide a quality collection that meets the needs of the public.

Envision and interpret community needs, develop new programs and services for all segments of the community.

Assure that the staff is responsive to the patrons and deals with them in a pleasant and professional manner.

Assure that the library environment is pleasant, and the facilities and services meet patron needs.

Responsibilities to the Board:

Recommend policies and advise the Board on operational, fiscal, staffing and facilities matters.

Presents reports and collection of data to the Board on a regular basis.

Assist in the orientation and education of the Library Board.

Perform other duties as assigned by the Board.

Fiscal Responsibilities:

Develop and recommend an annual budget and administer expenditures of funds within budget constraints.

Pursue grants for programming and to support library growth.

Present financial reports for review at scheduled Board meetings.

Review all contracts and vendors to seek the most fiscally responsible results.

Collections Responsibilities:

Assure that materials selected, and services provided meet the needs of the patrons and represent a judicious expenditure of funds.

Supervise and approve the selection and purchase of all library materials, equipment and services.

Supervise the development, implementation and evaluation of library programs and services.

Supervise the efficient circulation of materials to keep them readily available.

Supervise an effective weeding program which assures that the collection is current.

Staffing Responsibilities:

Determine staffing requirements and hire personnel necessary to meet those needs.

Assign duties, define staff responsibilities, establish lines of authority and delegate work to library staff.

Assure that staff are properly trained and promote individual development.

Assure that there is an effective and fair evaluation of all personnel and that proper records are maintained.

Inform the Library Board of recommendations for promotion and salary adjustments.

Inform the Library Board of disciplinary and possible dismissal actions.

Administer wages and benefits according to policies approved by the Library Board.

Provide responsive leadership and fair representation of the staff to the Library Board.

Facilities Responsibilities:

Assure that the physical facilities, grounds and equipment are properly maintained, updated and safe for use.

Evaluate and develop plans for effective allocation and utilization of building space to meet the changing needs of the library.

Negotiate contracts with vendors for necessary services.

Professional Responsibilities:

Presents and promotes a professional atmosphere both in and out of the library.

Works with other library directors, agencies, groups and organizations to develop and promote cooperation in the delivery of library services.

Stay current with trends and best practices in library management through a professional relationship with The Four County Library System.