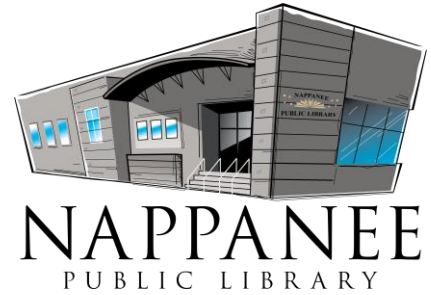


Library Director

The library director is responsible for the administration of all library and history museum functions within the goals, guidelines, and policies established by the library board.



ESSENTIAL FUNCTIONS

- Accountable for the facilities, financial management, and personnel of the library, under the governance and oversight of the board
- Provides a leadership role within the library, the community, and the library profession
- Responsible for the organization and dissemination of information and services through the effective utilization of library resources
- Serves as the official representative of the library and history museum

AREAS OF ACCOUNTABILITY AND PERFORMANCE

Financial Management

- Plans and prepares the annual budget to achieve objectives as identified by the library board.
- Controls expenses of the Library and implements measures necessary to ensure compliance with budget limitations.
- Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
- Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to service the community

General Administration

- Formulates and recommends policies to the library board
- Implements library and history museum policies and procedures
- Orients new board members and serves as a resource for board activities
- Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
- Directs the maintenance of library buildings and grounds and recommends future space needs
- Demonstrates leadership within the organization: takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment
- Other duties as required

Planning, Organization, and Evaluation

- Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
- Identifies the standards of excellence for all operations
- Evaluates the effectiveness of library services in relation to the changing needs of the community
- Provides for critical review of internal library operations such as acquisitions, circulation, etc. and sets goals for service and programming
- Analyzes data affecting the library's operation such as legal, physical, and statistical factors
- Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library

Personnel Management

- Develops staff job descriptions, recommends and administers personnel policies
- Hires, evaluates, promotes and terminates management team and administrative positions
- Defines expectations for staff performance and works to promote high staff morale
- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
- Ensures that staff performance appraisals are done on a regular schedule
- Acts as a consultant, mediator, and facilitator for staff

Community and Professional Development

- Recommends and administers public relations programs
- Represents the library and history museum when speaking before community, civic, and other groups regarding the objectives and activities of the library
- Establishes and maintains effective working relationships with other governmental agencies, community groups, and the general public
- Serves as official representative of the library in actions that legally bind or politically influence the library
- Serves as a model to staff, demonstrating strong professional ethics and keeping informed through professional literature
- Supports and facilitates the work of the Friends of the Library
- Attends professional and other meetings to maintain contact with other professional and library-related agencies
- Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field

KNOWLEDGE AND CRITICAL SKILLS

- Commitment to making Nappanee a great place to live, work, and play
- Interest in and enthusiasm for serving the public
- Thorough knowledge of the philosophy and techniques of all facets of public library service
- Ability to think analytically and to develop new services
- Ability to exercise initiative and independent judgment
- Considerable knowledge of computers and data communications especially in regards to library applications
- Ability to prepare comprehensive reports and present ideas clearly and concisely
- Highly developed verbal and written communication skills
- Ability to process information effectively to learn new materials, handle complex concepts
- Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas
- Maintains absolute confidentiality of library records and administrative matters
- Acts independently and assumes responsibility
- Is flexible, works well under short time constraints, and meets deadlines
- Makes sound administrative decisions and judiciously interprets and applies policies.

EXPERIENCE AND EDUCATION REQUIRED

- Indiana Librarian Certificate III or higher based on an accredited MLS
- 10 years of public library experience preferred with a minimum of 5 years' administrative experience
- Valid driver's license.

SUPERVISOR

- Library board

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.