



Niles Public Library District

Job Description

Job Title: Library Director
Department: Administration
Reports To: Board of Trustees
Classification: Grade 1
Status: Exempt

JOB SUMMARY

The work involves planning, developing, directing, and evaluating all functions of the Library in order to serve the needs of the public in the most effective and efficient manner. The work requires the exercise of considerable professional skill, initiative, and independent judgment. Involves staff training, development, and performance evaluation. Deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment. Exercises supervision of the work of Library personnel either directly or with the Managers and Supervisors. Works independently in accordance with policies of the Library Board of Trustees.

DUTIES AND RESPONSIBILITIES

Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all users.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Is attentive to detail, has good time-management skills, is flexible, and embraces change positively.
6. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
7. With the Library Board and staff, assesses the public library needs of the Library District.
8. Works with the Library staff to develop a strategic long-range plan to meet these needs through services, programs, and collection development. Sets goals, monitors the plan, and updates as necessary. Performs needs assessments for the facility when appropriate.
9. Develops a long-range financial plan to carry out the strategic plan, anticipating taxes and investigating alternate sources of income.
10. Provides appropriate leadership for Library Board by:
 - a. preparing Board meeting agendas
 - b. attending Board meetings and presenting the Director's report
 - c. recommending general library policies and procedures for the Board's approval
 - d. developing vision, shared by board and staff, which builds on the past and present of public library service and looks to the future
 - e. encouraging Board participation in professional associations, activities and continuing education
 - f. providing orientation of new Trustees
 - g. ensuring that the Library meets legal requirements, including local regulations
 - h. providing Board with information concerning programs, services, collections, operations, and facilities

- i. Keeping Board informed of current conditions, developments, and future trends in library and information technology, and providing direction in effective utilization of information technology.
11. Carries out decisions of the Board.
12. Prepares the annual budget for consideration by the Board and administers budget as approved by the Board.
13. Approves all expenditures and contracts necessary to carry out the decisions of the Board.
14. With the Business Manager, oversees day-to-day business operations, investment of Library funds, and record maintenance.
15. With the Business Manager, oversees human resources, ensuring fairness in the administration of the Library classification and pay plan; reviews staffing positions and work schedules.
16. With the Business Manager, oversees facility needs, including safety, access, maintenance, improvement, and expansion.
17. Serves as Freedom of Information Officer for the Library.
18. Serves as liaison with other libraries and entities, community organizations, and governmental bodies.
 - Works with President of Friends of the Library to oversee the group's recruitment, operations, and fundraising activities.
 - Encourages cooperation between the Library and local schools and units of government.
 - Seeks and maintains cooperative, mutually beneficial relationships with other libraries.
 - Ensures Library cooperation with OCC Literacy Program and Volunteers.
 - Encourages cooperation between the Library and local community agencies and businesses, in an effort to contribute to local economic, cultural and social development.
 - Maintains an active personal role in networking with community organizations through membership and other activities. Encourages staff, especially department supervisors, to do the same.
 - Serves on CCS Governing Board and appropriate CCS and NSLS committees.
19. Conducts monthly staff meetings with all supervisors and managers to coordinate services and use technology efficiently and satisfactorily.
20. Communicates with all staff through a monthly electronic newsletter, fostering Library-wide trust, cooperation, and vision.
21. Encourages continuing education and professional growth for staff members, including self.
22. Oversees receipt and recognition of patron gifts, suggestions, and complaints.
23. Maintains an active involvement in professional associations. Attends conferences, workshops, and seminars in order to keep informed of current trends and developments affecting libraries.
24. Responsible for the interviewing, hiring, training, supervising, scheduling, disciplining, and evaluating of the Business Manager, Adult Fiction/AV Supervisor, Circulation Services Supervisor, Page Services Supervisor, Public Relations and Marketing Supervisor, Reference/Outreach Services Supervisor, Technical Services Supervisor, and the Administrative Assistant.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.

5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Master's Degree in Library Science from an ALA-accredited institution.
2. Seven years progressively responsible library service, public library experience preferred. At least three years in an administrative capacity.
3. Experience in a tax-levying library district preferred.
4. Demonstrated experience in personnel, planning, and public relations.
5. Successful experience in working directly with a Library Board of Trustees/Directors.
6. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.