

JOB DESCRIPTION

Position Title	Library Director
FLSA Classification	Exempt
Reports To	Board of Trustees
Effective Date	

Position Summary

The Library Director is responsible for the managerial oversight of the facilities, the Staff, the finances, fundraising and all associated public relations for the Library. The Library Director is charged with administration of the policies and procedures of the organization in accordance with its articles of incorporation and by-laws, national and local laws, and relevant authorities, as well as charged with implementing the decisions of the Board of Trustees.

Essential Job Functions

Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions; duties / responsibilities may change at any time with or without notice.

Library Management

- With approval of the Board of Trustees, establish and enforce procedures and policies for the effective operations of all Library functions including: acquisitions, collection development, technical services, circulation, reference service, interlibrary loan, finance, archival preservation, technology, security, maintenance and emergency operating procedures.
- Ensure Library facilities and equipment are well-maintained, and repairs are planned and coordinated.
- Provide reports to the Board of Trustees on activities, concerns, and project recommendations; and attend monthly Board Meetings. Ensure Board meeting notices and minutes are distributed. Perform special tasks as directed by the Board.
- Act as Library liaison with the Willard Park Advisory Committee and with the Friends of Willard Library. Attend meetings and provide support to projects and proposals.
- Represent the Library on the Board of the Indiana Cooperative Library Services Authority.
- Prepare annual reports to the Indiana State Library on behalf of Willard Library.

Financial Management

- Ensure effective systems to track and administer the fiduciary functions of the Library in accordance with best practices and to make certain that the Library is operating with utmost integrity and in compliance with regulatory requirements. Ensure accurate internal accounting practices for funds received and ensure proper authorizations of approvals for payments.

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- Assist in development of annual budget and manage disbursement of funds within limitations imposed by the annual budget (or special acts of the Board of Trustees) to support Library-related activities.
- Prepare grant requests and provide required reports when requested by granting agencies.
- Provide regular reports to the Board of Trustees that includes finances and other Library-related activities and concerns.

Public Relations

- Act as official Library contact point for all members of the media and government officials and agencies, including legislators, city officials, state inspectors, etc.
- Represent the Library or designate another representative to attend meetings of various organizations of which the Library is an institutional member.
- Participate in community organizations, projects and programs, particularly when such participation will lead to increase community awareness of Willard Library's existence, programs and services.
- Perform public speaking to civic groups and organizations to enhance Willard Library's profile in the community.

Fundraising

- As Executive Director, create and oversee preparation and delivery of written correspondence requesting funds from corporations, foundations or individuals.
- Provide acknowledgement, in a timely fashion, of all gifts to the Willard Library and Willard Library Foundation (whether money, services, materials or otherwise).
- Act as Staff liaison for the Endowment Development Committee; maintain mailing lists of donors and endowment development prospects.
- Assist in the design of materials for fundraisers / campaigns and parent-teacher organization events/meetings.

Staff Management

- Direct the activities of Library Staff, including staffing, scheduling, and fulfillment of duties assigned.
- Maintain positive employee relations through consistent application of policies and rules.

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- Address performance concerns, policy violations and employee conflict when needed.
- Ensure all duties associated with recruitment, training and performance concerns are appropriately managed and documented.
- Set the example for appropriate conduct and professionalism for Staff.

Job Requirements

Required Work Experience, Education and Licensures

- Minimum of 3 years relevant experience preferred.
- Must have demonstrated success in a leadership position, ideally in a cultural organization.
- Master of Library Science (from American Library Association Accreditation)
- Masters degree in Library Science from a college or university accredited by the American Library Association.

Competencies / Skills

- Excellent communication skills including verbal, written, platform training, public speaking and social media.
- Strong proficiency with computer software including Microsoft Office suite and social media platforms.
- Strong attention to detail with the ability to remain organized even when receiving information from various sources.
- Ability to work independently, with limited direct supervision.
- Demonstrated professionalism, reliability, strong work-ethic to complete a job properly.

Physical Requirements

- Work is generally performed in an office environment with exposure to computers and office equipment.
- Ability to perform work while sitting at a desk, interfacing with computers for extended periods of time; ability to walk and ascend and descend stairs in a safe manner.
- Fine motor skill dexterity for keyboarding, typing, writing, and filing documents.
- Ability to hear, and to speak clearly and distinctly when communicating and adequate visual acuity to perform duties.

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