

POSITION DESCRIPTION
ROCKY RIVER PUBLIC LIBRARY

An Equal Opportunity Employer

- I. POSITION TITLE:** Director
- II. DEPARTMENT:** Administration
- III. IMMEDIATE MANAGER:** Board of Trustees
- IV. FLSA STATUS:** Exempt
- V. POSITION SUMMARY:** Responsible for the overall operations of the Library including planning, budgeting, and setting and implementing objectives. Develops projects and procedures to meet and anticipate the needs of the public. Represents the Library at the community and local government level. Coordinates the work of multiple department managers and key leadership staff. Provides positive leadership, serving as a leader in gaining commitment for Library's strategic plan, communicating changes in library services, and delivering outstanding user experiences.
- A. Responsibilities to Board of Trustees**
Subject to the direction and control of the Board and in the absence of any express limitation adopted by resolution of the Board, the Director shall have authority and discretion in, and be responsible to the Board for, performance of those duties and responsibilities set forth in this Board-approved job description. The Director shall attend all meetings of the Board and, at the regular meetings of the Board, shall submit a report of the management and operation of the Library in the interval from the last report, and any significant occurrence or change of status in matters affecting the Library or any of its properties. In all meetings of the Board, the Director shall freely impart all information to aid the Board of Trustees in their deliberations and, upon request, render a professional opinion and recommendation to assist the Board in acting in the best interest of the Library.
- B. Interrelationship with Other Departments**
Models and promotes good communication with all departments to achieve the goals of the Library. Ensures Library teams are adequately staffed and operating in line with the Library's core values and mission.
- VI. QUALIFICATIONS:**
- A. Education and Experience:** Master's of Library Science or Library Information Sciences from ALA accredited school. Minimum of 5-8 years' progressive supervisory experience in public library environment. Demonstrated strategic planning and budgetary experience. Previous experience at a management level with community agencies and local government.
- B. Knowledge, Skills, and Abilities:**
- Ability to resolve complex problems appropriately and to multitask with pending deadlines.

- Strong attention to detail; ability to perform duties with a high level of accuracy.
 - Ability to respond to inquiries or complaints from, and effectively present information to, patrons, staff, vendors, and the public.
 - Ability to foster teamwork.
 - Ability to coach, train, and mentor staff development.
 - Ability to maintain confidentiality and use appropriate judgment in handling information and records.
 - Ability to tactfully deal with public, staff, and patrons of all ages.
 - Ability to work with little to no supervision.
- C. **Personal Characteristics:** Consistently maintains, displays, and models a positive attitude. Is a role model for treating people with dignity, respect, and fairness; inspires and ensures that others do so as well.

VII. ESSENTIAL DUTIES AND RESPONSIBILITIES: *This list is illustrative and not to be considered exhaustive for this position.*

- A. Upholds the Library's mission and always imparts a positive impression of the Library to the public.
- B. Demonstrates a positive attitude and supports Library goals and objectives; models and reinforces excellent customer service skills.
- C. Responds to questions and situations in accordance with Library policy and in a manner to enhance the reputation of the Library as a public service organization.
- D. Maintains an awareness of current industry trends and forecasting models. Ensures adequate plans for future development and growth.
- E. Leads the strategic planning process by designing, developing, implementing, and evaluating organizational goals and objectives.
- F. Plans, recommends, and implements new services and monitors existing services.
- G. Oversees the coordination and implementation of special projects and initiatives.
- H. Ensures compliance for all Library activities and operations with local, state, and federal regulations.
- I. Represents the Library by participating in community and local government events and functions.
- J. Maintains professional relationships with local, state, and national library organizations.
- K. Fosters and maintains professional relationships with local and state governmental officials.

- L. Fosters connections with the greater community and Library support groups (i.e. Friends, Women's Committee, and Foundation); to seek out donations to create and support library programs or services with financial guidance from Fiscal Officer.
- M. Maintains knowledge of current library trends by attending workshops, professional development training, reviewing professional publications, establishing personal networks and participating in professional societies.
- N. Oversees the activities of the Social Media and Marketing teams to ensure that all activities and media appropriately and accurately express the Library's vision, community image, position and values.
- O. Interacts regularly with Library staff, patrons, and general public.
- P. Responds swiftly and professionally to resolve patron conflict equitably and tactfully addresses those involved in inappropriate behavior.
- Q. Interviews, coaches, trains, manages, counsels, develops and schedules direct reports.
- R. Conducts 60/90 Day Performance Evaluations and annual Performance and Goals assessment for direct reports.
- S. Assists direct reports in diagnosing problems and recognizing issues and modifies approach to achieve results in changing situations.
- T. Visibly and proactively encourages teamwork among direct reports; consistently facilitates the resolution of team conflicts in a way that is mutually agreeable; promotes respect and recognizes contributions from all staff members.
- U. Participates in and encourages direct reports to participate in Library teams, meetings, training, workshops, and conferences.
- V. Coaches, trains, and mentors managers on dealing with staff performance issues, resolves staff disputes, and differences of opinion as needed.
- W. Provides direction to managers regarding staff, coworkers, patrons, vendors, training, collection development or technology.
- X. Coordinates communication and information exchange between Fiscal Officer, Deputy Fiscal Officer, HR Generalist, and Deputy Director.
- Y. Consults and works with direct reports on functioning of all levels of the Library.
- Z. Prepares and presents monthly reports for the Board of Trustees.
- AA. Attends Board of Trustees meetings.
- BB. Interprets and recommends adjustments to policies to accommodate staff/patron needs to Board of Trustees.
- CC. Evaluates new or updated policies, procedures, products, services, and vendors in order to recommend action to Board of Trustees.

- DD. Provides oversight and supervision of financial expenditures for vendor accounts and payroll in collaboration with Fiscal Officer and initiates recommendations to the Board of Trustees accordingly.
- EE. Prepares annual appropriation budget for Board of Trustees approval with input from direct reports and Fiscal Officer.
- FF. Works with Board of Trustees to set personal annual performance goals and objectives that support the Library's core values.
- GG. Assumes additional responsibilities and performs special projects as needed or directed.

VIII. PHYSICAL REQUIREMENTS: Must be available to work evenings and weekends; Ability to regularly lift up to 25 pounds; Ability to reach overhead and stoop to floor level; operate standard business office equipment; travel is required frequently to visit local schools and community events, off-site training sessions and/or meetings.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the position and is subject to review and change at any time, with or without notice, in accordance with the needs of Rocky River Public Library. Since no position description can detail all the duties and the responsibilities that may be required from time to time in the performance of the job, duties that may be inherent in a position, reasonably required for performance, or required due to the changing nature of the position shall also be considered part of the position holder's responsibility.

Employee Signature

Date