



<b>Job Title:</b>	Library Director
<b>Department:</b>	Administration
<b>FLSA Status:</b>	Exempt
<b>Employment Status:</b>	Full time
<b>Pay Grade:</b>	331
<b>Supervisor's Title:</b>	Board of Trustees
<b>Last Revision:</b>	July 2023

**Job Summary:** The Library Director functions as the Chief Executive Officer of the Library and is responsible for overseeing systemwide services and physical facilities, assessing and determining budgetary operating and capital needs, selecting and directing managers, and promoting library service.

**Essential Job Duties:**

1. Adds value as a key member of management. Understands the organization, financials, industry, customers, and strategy.
2. Selects, supervises, trains, and evaluates department staff and effectively schedules staff to best meet library needs.
3. Manages budgets and resources and understands their department's and the organization's overall financial position.
4. Manages vendors and outside service providers. Sets expectations and holds them accountable.
5. Oversees the complete operations of the library system, including customer service, staff supervision and morale, collection development, technology applications, facilities, maintenance, finances, marketing, workplace safety, and security. Shares day-to-day management operations with department managers.
6. Administers library business in compliance with Library Board policies, grant stipulations, Indiana Code Law, and Indiana State Library requirements, including compliance with professional certification requirements for library staff.
7. Develops strategic planning and short-term goals in collaboration with Library Board and staff. Models open communication with library staff and customers.
8. Plans, prepares, and implements annual library budget approved by Library Board.
9. Reports to the Library Board regarding finances, administrative issues, staffing, and planning. Attends all monthly Library Board meetings, providing prepared information packets in advance.
10. Designs and develops plans to ensure effective use of present and future materials, collections, and technology applications to best meet customer and staff needs.
11. Determines effective utilization of staff resources through recruitment, training, management, and evaluation procedures and plans for future staffing needs.
12. Ensures safe, neat, and orderly appearance of all library facilities and grounds. Evaluates, plans, and recommends facility improvements and building projects to Library Board.

13. Collaborates on and approves production of library's annual report and marketing materials.
14. Ensures accurate reporting and recordkeeping of system-wide services, inventories, compensation, and property.
15. Serves as administrative manager and advisor to the Business Office, Human Resources, Children's Services, Circulation, Information Services, Maintenance, and the Lapel Branch.
16. "Promotes library activities and events by participating in community activities and public speaking opportunities. Acts as the library's spokesperson for enhancing the role of the library in the community and participates in local service organizations."
17. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
18. Performs other duties as assigned.

**Job Education and Experience:**

- Education: Master's Degree in Library Information and Science is required.
- Certifications or licensure: LC1 is required.
- Years of relevant experience: At least 5 years is required.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

**Job Knowledge, Skills, and Abilities:**

1. Knowledge of library operations and services.
2. Skill in executive management-level organizational administration.
3. Skill in strategic plan development and implementation.
4. Ability to implement and manage change within their department and/or organization.
5. Ability to work with and maintain confidential information.
6. Skill in customer service.
7. Skill in maintaining a positive workplace environment.

**Work Environment:**

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

**Physical Demands:**

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 25 pounds of force to lift or move objects.

**Equipment Used:**

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

*The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Core Values:**

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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**Acknowledgment:**

*I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.*

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Employee Signature:

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Date:

\_\_\_\_\_  
Manager Signature:

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Date: