



JOB DESCRIPTION

TITLE: Executive Director of Library Services

DEPARTMENT: Library

REPORTS TO: Library Board

PAY GRADE: Contractual

SUMMARY

Under the general direction of the Manistee County Library Board, plans and directs the services of the Library system to provide for the education, reading entertainment and information needs of the community. Responsible for building and maintaining the Library collections. Develops policies for Board approval to guide Library operations. Supervises Library staff, prepares and administers the budget, and performs other administrative functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requirements include the following:

- Master's Degree in Library Science from an ALA-accredited library school and five years of progressively more responsible experience in library administration with extensive prior supervisory/administrative experience.
- The Library, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Thorough knowledge of library terminology, practices, services, and automated systems.
- Thorough knowledge of library collection development, classification and cataloguing techniques.

- Thorough knowledge of effective personnel management, budgeting, planning, scheduling and training.
- Knowledge of how information is organized and the fastest, most efficient methods of information retrieval.
- Knowledge of long-range planning, goal setting and policy implementation and the ability to lead the management team of the Library.
- Skill in generating operational reports, compiling and maintaining records, and presenting information.
- Ability to instruct patrons on proper use of library equipment.
- Ability to recruit, train and supervise the work of professional and paraprofessional library staff members and volunteers, including the ability to handle sensitive personnel issues.
- Ability to conduct efficient staff meetings and effectively communicate department and library-wide policies and services.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, co-workers, the Library Board and the public.
- Ability to communicate professionally and effectively orally and in writing.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the software utilized in library operations, and the ability to learn new technologies.
- Ability to attend meetings scheduled at times other than normal business hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Supervises, directly and through other staff, all Library personnel with responsibility for hiring, training, scheduling, assigning work, reviewing and evaluating performance and dealing with employee relations issues. Implements regular library staff meetings.

2. Analyzes needs and plans operations and programs and determines corresponding needs in areas of staffing, acquisitions, and systems for continuous improvement of services. Coordinates planning process with Library Board, staff, and community leaders.
3. Builds and maintains appropriate collections of materials. Selects, acquires, and organizes collections using various review media, knowledge of community, experience and training and selection policies.
4. Prepares and presents a preliminary budget to the Library Board. Monitors expenditures throughout the year to ensure compliance with the budget. Assists in acquiring funding from grants and other sources and authorizes expenditures. Writes grant proposals, implements successful completion of funded grants and writes final grant evaluations.
5. Publicizes and promotes Library services through presentations to community groups, preparing news releases, articles and bibliographies, and develops other means to promote Library services. Develops knowledge of community and works toward building and maintaining a positive image of the Library. Oversees fundraising activities for the Library.
6. Stays abreast of community trends and interests, improved methods of operation, professional literature, relevant legislation and other factors influencing Library operations.
7. Keeps the Library Board informed of Library operations, financial status, and policy and planning issues. Prepares reports for the Board as appropriate and implements the directives of the Board.
9. Develops library policies, procedures and practices and implements and administers them upon approval of the Library Board. Formulates and develops library goals in conjunction with the Library Board and plans library services designed to meet them.
10. Maintains confidentiality of all patron records and transactions.
11. Represents the Library at meetings and conferences of state, regional and national professional library associations. Represents and maintains active involvement by the Library within the Mid-Michigan Library League.
12. Develops and maintains the annual budget and keeps abreast of all financial activities. Reviews employee payroll.
13. Attends all Board of Trustee and Library Board meetings.
14. Enforces library "Rules of Conduct" and takes appropriate action in case of infringement.
15. Solicits bids for services and purchases, presenting all contracts and recommendations to the Library Board. Approves all purchases for payment.

16. Oversees the building maintenance and security.
17. Keeps abreast of professional developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops and seminars as appropriate,
18. Staffs the reference desk as needed.
19. Performs other duties as required.

PHYSICAL REQUIREMENTS

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms and access and retrieve books, periodicals and other materials that vary in weight, size and shape and may be located at heights ranging from floor level to over six feet. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for library employees required to lift or move objects that exceed this weight.

WORKING ENVIRONMENT

While performing the duties of this job, the employee regularly works in a public library setting. The noise level in the work environment is usually quiet to moderate.

Job Description Approved: August 23, 2022

Job Description Revised:
