

Milford Memorial Library
Job Description: Library Director

Job Title: Library Director

General Description:

Directs and supervises the public library for the City of Milford; does related work as required. This employee is responsible for planning, organizing, directing and coordinating all activities of the Milford Memorial Library. The Library Board of Trustees determines general policies for the Library, while the Library Director plans, directs and executes varied library services and programs related to community needs analysis and based on the roles the library has chosen to play in the community. This position is hired, reports to, and is evaluated annually by the Library Board.

Reporting Relationship(s):

Reports to: Library Board of Trustees.

Supervises: All library staff , library volunteers, and community service workers.

Characteristic Duties:

- Plan, organize and administer programs and procedures governing library service.
- Determine goals based on community analysis and library board policies.
- Select and purchase library materials, equipment, software, and electronic resources.
- Catalog and/or instruct and oversee cataloging of materials based on AACR2 rules and MARC Record format.
- Review and supervise specialized programs and projects managed by library personnel.
- Prepare and administer the budget as approved by the library board and city council.
- Develop and implement long/short range plans and goals, interpret objectives, plan activities.
- Maintain State Accreditation Standards for library excellence.
- Research and introduce new technology and formats into library operations.
- Plan, draft and administer standard procedures for library operations and outreach services.
- Represent library presence to other organizations in the community.
- Seek local, county, and state funding necessary to finance projects and seek competitive bids.
- Assign, schedule and formally evaluate work of all library employees.
- Arrange special training activities for the public.
- Conduct staff orientation, workshops, and meetings.
- Hire library employees in accordance with established procedures, maintain discipline and morale.
- Prepare budget estimates, database, circulation, State Library Annual Report and other special reports.
- Cooperate and consult with officials of other agencies on common library issues at city, county, regional, state, and national level.
- Prepare publicity; conduct tours, speeches, and programs for local groups and classes.
- Develop interesting displays, flyers, brochures, and other PR materials.
- Coordinate building maintenance, expansion, and capital improvement projects.
- Act as liaison between the library board and the city council.

Required Knowledge, Skills and Abilities:

Comprehensive knowledge of professional library science administration, library automation systems, MARC format, cataloging, AACR2 rules and electronic databases. Strong computer and desktop publishing skills are necessary. Ability to coordinate library with other city and community activities; ability to organize and conduct training programs for support staff; ability to speak and write effectively; strong PR and marketing skills. Must have strong customer service skills, ability to get along with others, initiative, good judgement, tact, and courtesy.

Minimum Qualifications:

Bachelor's degree in Library Science or related field. If degree has not been attained, Library Board of Trustees will determine whether candidate's professional library experience is an adequate substitute. Experience in professional library work and possession of any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Librarian Certification Courses through the State Library of Iowa mandatory within second year of hire.

Preferred Qualifications:

1. Experience in Library Administration.
2. Master of Library Science degree from an ALA – Accredited school.
3. Maintains Iowa Librarian Certification standards.

Physical and Environmental Characteristics:

- Intermittent physical activity including bending, reaching and prolonged periods of sitting or standing.
- Regular lifting and carrying of objects weighing up to 50 lbs.
- Pushing and/or pulling up to 100 lbs.

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

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