

Library Director Job Description

The library director works under the direction of the Board of Trustees and provides professional and supervisory work in planning, implementing, and managing a comprehensive program of services to library patrons. The director is selected and hired by the Board of Trustees.

Primary Duties:

1. Plans and sets goals and objectives for the future of the library. This responsibility includes determining the services needed, the most effective way to provide them, and the resources necessary to support them.
 - a. Participates in internal meetings to coordinate the library's goals and objectives with those of the organization.
 - b. Conducts research to determine the products and services the library offers.
 - c. Attends conferences, workshops, and classes to maintain knowledge of technology and developments in the information industry.
 - d. Determines how new projects fit with the current funding and staffing structure and provides suggestions to the staff and board on how to improve current offerings.
 - e. Outlines a short-term plan (one to two years) to implement the goals and objectives of the library, updating as necessary.

2. Markets and promotes the library and its products and services including publications, programming, and public relations.
 - a. Develops outreach programs or oversees the development of programs for various community and school groups.
 - b. Establishes and maintains rapport with current and potential library patrons and the community which can also include assisting patrons at the circulation desk and guiding them in the use of library resources.
 - c. Participates in policy-making forums and advisory groups and committees at the local and state level.
 - d. Represents the library at internal and external meetings and functions.
 - e. Oversees and schedules use of the library by outside groups.
 - f. Creates or oversees the creation of public relations materials such as newsletters, website updates, social media updates, publicity photos, etc. to enhance library services and increase patron engagement.
 - g. Develops and oversees the gift policy for books and other materials.

3. Manages the library's personnel. This responsibility includes hiring, training, and evaluating staff and volunteers.
 - a. Defines responsibilities and writes job descriptions for employees. Reviews them annually and at the time of new hires.
 - b. Recruits, selects, trains, motivates, and evaluates library staff.
 - c. Completes performance reviews of library staff by way of an informal mid-year review and formal annual review. Document executive summaries of all reviews.
 - d. Provides staff development and continuing education opportunities for staff if time and budget allow.

- e. Fosters collaboration among staff, patrons, and other stakeholders.
 - f. Leads monthly staff meetings. Communicate important information to staff and serve as liaison between all staff and the Board of Trustees. This includes timely feedback to the Board's personnel committee of any issues that may affect the library's operation.
4. Develop the library budget and identify new revenue sources
- a. Develops the budget in coordination with the business manager and the Board of Trustees.
 - b. Reviews and approves expenditures and tracks them against the approved budget.
 - c. Coordinates the annual fundraising campaign. Creates a fundraising plan and manages fundraising efforts of the Board of Trustees.
 - d. Initiates and leads additional fundraising campaigns as necessary.
 - e. Prepares applications for grants to increase library revenue.
 - f. Researches new revenue streams and maintain sources of current revenue streams.
5. Manages and directs library operations and facilities. This responsibility includes activities like establishing goals, monitoring statistics, developing work plans, managing facilities, and supervising on a daily basis.
- a. Collects, prepares, and analyzes reports and statistics; submits monthly and annual reports to the Board of Trustees, district library, state, and other entities as needed.
 - b. Attends all board meetings and provides a director's report.
 - c. Develops and maintain the library facilities including space design, utilization, furnishings, equipment, and security.
 - d. Supervises daily operations of the library.
 - e. Supervises maintenance and repair personnel.
 - f. Analyzes buildings and grounds needs and recommends improvements or repairs.
 - g. Ensures safe conditions for staff and the public on library grounds.
6. Prepares and maintains library resources. This responsibility includes all technical service activities such as acquiring, processing, cataloging, maintaining, and circulating resources.
- a. Establishes guidelines for the resource collection development that reflect the library's goals and objectives.
 - b. Develops policies and procedures to evaluate, acquire, discard, process, organize and maintain information resources.
 - c. Performs evaluation studies to ensure information resources are responsive to patron needs and library goals.
 - d. Process and prepare print or electronic resources additions and maintain the condition and order of resources to ensure their availability to library patrons.
 - e. Catalogs or indexes resources in accordance with national or international standards.
 - f. Administers copyright compliance and contractual commitments.
 - g. Evaluates, selects, and monitors computer equipment and software.
 - h. Trains users and library staff in the use of new technology.
 - i. Maintains library website.

7. Maintains active membership in professional organizations and in cooperative regional services.
 - a. Individual member of Pennsylvania Library Association
 - b. Occasionally visits other libraries to observe programs.
 - c. Participates in networking and social events as necessary.