

## **Starke County Public Library**

**Job Title: Library Director**

**Classification: Director**

**Reports to: Library Board**

**FLSA: Exempt**

**Required Indiana State Library Certification: L2 or Higher**



### **Qualifications:**

- Master's degree in Library Science from an American Library Association accredited school.
- Eligible for state certification at Level 2 or higher.
- Five (5) years of progressively responsible management experience and knowledge of public libraries (preferably as a Library Director or Assistant Director).
- Experience in budgeting, financial management and personnel management.
- Ability to understand, interpret and apply laws, regulations and policies.
- Ability to form healthy working relationships with the community and its leadership.
- Evidence of an awareness of new developments in the library field and vision of the future needs of libraries.

### **Duties and Responsibilities:**

#### **Leadership:**

- Be the public face of the SCPL Library, able to articulate the Library's vision and pursue the Library's mission to serve the community;
- Work with staff to coordinate, develop and implement Library programs and public services.
- Participate in and maintain effective working relationships with funding agencies, other governmental agencies, civic and other groups, keeping them apprised of the objectives and activities of the Library;
- Foster a collegial and professional work environment for staff and stakeholders;
- Direct, implement and evaluate the strategic plan;
- Understand and promote new and rapidly changing technology in libraries;
- Act as a liaison between the Board and funding sources with regard to construction, repairs and alterations;
- Attend professional and other meetings of local, state and national library interest; and
- Attend meetings of the Board.

#### **Administrative**

- Hire, supervise and develop staff; coordinate and assist in training of supervisory staff and Board members;
- Budgeting and fiscal management – prepare and submit annual budgets to the Board and funding agencies;
- Oversee public relations;

- Implement all policies and procedures, including personnel, collection development and technology development plans;
- Recommend and advise the Board on proposed policies and procedures;
- Prepare and review reports and publications related to Library services;
- Communicate and report to board members;
- Negotiate office and equipment leases and purchases; and
- Perform any additional operations as determined by the Board.

**Training, Supervision and Evaluation:**

The Library Director has the latitude and the responsibility to exercise independent professional judgment within the scope of Library policy. The Executive Director is responsive to the directions from the Board, suggestions from the staff and requests from the public. Formal evaluation and review of the Director's performance is provided by the Board.

**Working Conditions:**

- Majority of work performed in general office and library environment;
- Requires availability for extended hours as needed;
- Requires evenings and/or weekends
- Requires periodic participation and attendance at events and training

*This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Starke County Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

Approved October 10, 2017 by the Starke County Public Library Board