

**Millington Arbela District Library**  
**Position Description**  
**Library Director**

The Library Director is an at-will employee who works at the pleasure of the Library Board of Trustees to represent the Library in the Community, plan services and programs, administer library policies, supervise staff, and oversee operations and collection development.

**PRIMARY AREAS OF RESPONSIBILITY**

**General Administration and Management**

- A. Formulates and recommends policies to the Board.
- B. Maintains and implements library policies and procedures.
- C. Monitors all Library contracts to assure compliance.
- D. Oversees the Library's electronic presence to assure timeliness and ease of use.
- E. Orients new trustees and serves as a resource for trustee activities.
- F. Provides administrative support to the Library Board; compiles information for Board members, makes monthly reports and participates in Board committee work as necessary.
- G. Effectively manages the daily operations of the library.
- H. Directs the maintenance of the library building and grounds.
- I. Oversees collection development and cataloging of all materials.
- J. Assists with public services.
- K. Oversees the maintenance of the Library's network and OPAC software.
- L. Seeks supplemental funding opportunities through grants, endowments, bequests, and other appropriate sources.
- M. Maintains a newsletter and our website.
- N. Serves as a resource for all standing committees.
- O. Performs other tasks as assigned by the Board of Trustees.

**Financial Management**

- A. Assures Library finances are accurately managed on a daily basis, including maintaining accounts payable and receivable.
- B. Provides direction and oversight to the collection agency.
- C. Provides monthly financial planning data to the Library Board to assist in establishing long and short-term financial priorities.
- D. Submits an annual budget to the Library Board in a timely manner, and directs, revises, and monitors expenditures in accordance with the budget.
- E. Monitors all Library income to assure accuracy and timely receipt.

**Planning and Organization**

- A. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community.
- B. Develops long-term plans for the Library's future.

**Personnel Management**

- A. Develops staff job descriptions, recommends and administers personnel policies.
- B. Hires, schedules, evaluates, promotes, disciplines, and terminates the employment of staff.

- C. Defines expectations for staff performance and sets goals for service and programming; promotes high staff morale.
- D. Assures staff training and development opportunities.
- E. Acts as a consultant, mediator, and facilitator for staff.
- F. Consults with the Board of Trustees as needed.

### **Community and Professional Development**

- A. Recommends and administers public relations programs to assure a high level of visibility for the Library in the community
- B. Establishes and maintains effective working relationships with other governmental agencies, professional and other library agencies, civic and community groups and the general public.
- C. Participates in professional development opportunities.
- D. Represents the Library at appropriate community events.

### **Position Requirements**

1. Bachelor's degree
2. Ability to obtain a Level 3 certification from Library of Michigan within 1 year of hire date
3. A minimum of 2 years of progressively responsible public library experience.
4. Extensive knowledge of current public library principles, methods and practices and will possess the ability to establish and maintain effective working relationships with community leaders, public officials, professional groups, library employees and the general public.
5. A working knowledge of budget preparation, grant writing, and fundraising.
6. A minimum of four (4) years of public library experience post-degree, which includes at least two (2) years of management or supervisory work.
7. Thorough knowledge of the philosophy and techniques of all facets of public library service and a commitment to the mission and philosophy of public library service.
8. Demonstrated ability to solve problems collaboratively through innovative, imaginative and creative leadership.
9. Thorough understanding of public library financial processes and practices.
10. Ability to think analytically and to develop new services.
11. Ability to exercise initiative and independent judgment.
12. Knowledge of library information service delivery applications and competent in the uses of technology to provide service to the public.
13. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
14. A comprehensive knowledge of Michigan library law.
15. Ability to make administrative decisions, develop policies and supervise staff.
16. Effective interpersonal skills consisting of creative and diplomatic management abilities.
17. Ability to motivate, establish and maintain effective working relationships with staff, peers, Board members, government officials, volunteers, community agencies, governmental bodies, vendors, and the general public.
18. Ability to effectively promote library services and awareness through the use of a wide variety of media.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is frequently required to 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-head level. The employee is frequently required to access various locations within the Library and attend meetings in locations away from the building. The employee must frequently lift and/or move items of light or moderate weight. Must possess a valid driver's license.

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