

JOB DESCRIPTION LIBRARY DIRECTOR

General Description

The Director is one of two executive positions at the Galion Public Library, the Fiscal Officer being the other. This is a highly responsible position involving a broad range of public library functions.

Supervision

The Director works under the direction of the Galion Public Library Board of Trustees.

Hours of Work

Salaried, Exempt, Full-time (40 hours)

Duties

- Drafts and recommends policy to the Library Board and plans for the implementation of library goals.
- Directs the day to day operations of the Galion Public Library.
- Evaluates and administers library operations such as circulation, reference, reader's advisory services, children's services, outreach services and public information.
- Directs the development and maintenance of a collection of books, periodicals, music, DVDs, e-books and a variety of other library materials.
- Directs the development, repairs and maintenance of the Library building.
- Provides support to the Library Board by assisting with meetings, preparing reports, implementing policy and attending monthly Board Meetings.
- In conjunction with the Fiscal Officer, prepares the annual budget and presents and explains to the Board of Trustees.
- In conjunction with the Fiscal Officer, directs and controls the expenditures of fund allocations within the constraints of approved budgets.
- Confers with State agencies, other public libraries, corporations and community groups in the development of library services and assists in coordinating inter-library service efforts.
- Provides reference and reader's advisory services and works routine duties as needed.
- Prepares various kinds of statistical reports as needed by the Board or the State Library.
- Confers with city and county officials, the press and the general public to provide information and to resolve problems and requests for information.
- Directs the training of library staff and performs routine library duties as

needed.

- Recruit, select, hire, train, supervise, evaluate, terminate, assign duties of Library staff and/or volunteers.
- Conducts monthly staff meetings.
- Participates in professional library associations and other professional organizations to remain current on developments and advancements.
- Encourages staff to join and participate in professional library associations.
- Represents the library on regional and state committees and serves as the city's authority on library issues.
- Prepares grant requests to federal, state and local agencies and non-profit foundations.
- Have a basic knowledge of the building's mechanical, electrical and plumbing systems. Recognize the building and grounds routine maintenance issues, as well as coordinate maintenance tasks with contractors to fix them.
- Works with architects, contractors and other related professionals to identify, design and coordinate various building projects.
- Works with the Friends of the Library organization in promoting the library and recommending purchases.
- Performs related work as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of library science and organization.
- Thorough knowledge of the principles and practices of public administration as applied to a public library including fundamentals and budgeting.
- Thorough knowledge of Federal, State and Local regulations governing library operations.
- Thorough ability in oral and written communications.
- Thorough ability to administer the activities of a public library and to supervise the work of others.
- Thorough ability to make decisions in an environment of limited resources and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.
- Thorough proficiency with computer skills as well as knowledge of computer operating systems, hardware and software. Works with technology staff to provide input in the purchasing of new equipment. Must keep up with technology changes.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Director is regularly required to talk or hear. The Director frequently is required to stand; walk; sit, use hands to finger, handle or feel; and reach with hands and arms. The Director is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The Director must frequently lift and/or move up to 25 pounds, Specific vision abilities required by the job include close vision and distance vision. The employee will occasionally be required to attend off-site meetings. A driver's license is necessary.

Qualifications

- A Master's Degree in Library Science from an accredited college or university.
- Three years of library administration experience or an equivalent combination of education and experience.