

**CITY OF BIG RAPIDS
JOB DESCRIPTION**

LIBRARY DIRECTOR

Supervised By: Director of Neighborhood Services and Library Board
Supervises: Employees of the Library

Position Summary:

Under the general administrative direction of the Director of Neighborhood Services and policy direction of the Library Board, directs and participates in all operational and professional activities of the Public Library. Prepares and administers operating and capital budgets, oversees personnel administration, directs the development of the library collection, oversees the delivery of all Library services, and recommends policy and financial considerations to the Library Board.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of Library operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements Library policies and procedures, internal controls, and Library goals and objectives in accordance with Library needs, City directives and legal requirements.
2. Interviews and hires Library employees directly following City guidelines. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Develops and administers the annual Library operating and capital budgets. Files State Aid report. Writes an annual report summarizing activities in the library during the past year. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Responsible for the Library's purchases and prepares Library financial summaries as required.
4. Oversees the acquisition and cataloging of the general collection of books and other items contained in the Library. Reviews outdated and unused books, periodicals and collections, and coordinates removal and disposition.
5. Assures that Library facilities and equipment are properly maintained. Coordinates maintenance and repairs when necessary.
6. Coordinates the Library's programs with community organizations to ensure the needs of the community are being met. Devises reading and study programs for children and general programs for the public.
7. Provides support to the Library Board. Attends all Board meetings. Develops policy recommendations, reports and related information for Board consideration. Provides professional input in Board deliberations and advises the Board on meeting protocols and legal requirements.

- Prepares meeting agendas and maintains records of meetings.
8. Initiates and negotiates contracts, oversees grant applications and administration, and manages the bidding process.
 9. Responds to public inquiries regarding the Library's services, reference questions, cultural programs, technology advances, and other related issues. Prepares and oversees the preparation of correspondence related to donations, inquiries and business matters.
 10. Prepares informational brochures, articles, and reports to publicize the activities and services of the Library, and to increase public awareness of the Library as a community resource.
 11. Assumes an active role in library related organizations representing the Library and the profession. Participates in community activities, representing the City in civic groups (member of one or more organizations). Is an active member of Friends of the Library attending these meetings and participating in fundraising events. Serves as Board member on the Ferrisnet organization and the Mecosta County Literacy Council.
 12. Oversees the running of Michigan Electronic Libraries inter-library loan program at the Library.
 13. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
 14. Promotes and innovates in fundraising and promotional activities for the library, book programs, reading and literacy.
 15. Promotes activities and relationships with the Ferris FLITE Library.
 16. Maintains membership in Big Rapids' civic organizations to promote Library outreach and public relations.
 17. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Master's Degree in Library Science from an ALA accredited library/information school. Coursework or continuing education in administration, finance or public relations is desired.
- Five years of professional librarian experience, including supervisory responsibilities, in a public library.
- Level II Professional Library Certification.
- The City, at its discretion, may consider an alternative combination of formal education and work experience.

- Substantial knowledge of the legal requirements of library administration, public finance, personnel administration and public meetings.
- Substantial knowledge of the principles, practices and procedures of professional library administration.
- Substantial knowledge of library collection classification and selection techniques.
- Knowledge of the public's interests, needs and expectations regarding the library.
- Knowledge of current information technology and how it can be applied to improve library operations and services.
- Skill in marketing, public relations, budgeting, grants administration and contract negotiation.
- Skill in administering library services to best serve the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, Library Board members, professional contacts, other administrators and the public.
- Ability to delegate tasks, set clear goals and implement long range plans.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the City.
- Ability to maintain records and prepare comprehensive reports on the operation of the library, and its programs, collection changes, funding options, and other related issues.
- Ability to work effectively under stress and changes in work priorities.

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 building and attend meetings in locations away from the library. The employee must frequently lift and/or move items of light to moderate weight.

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.

April, 2015