

Job Description

Job Title: Library Director

Supervised by: Library Board of Trustees

Nature of Work: This employee performs administrative work in planning and directing the operation of the Belleville Public Library, serves as the chief executive of the Board of Trustees, and is responsible for the administration of the library under the general policies adopted by the Board of Trustees. In addition, this employee must be able to perform all duties involved in staffing the circulation desk, and providing reader's advisory and reference service to the public. This employee must also be familiar with all processing techniques for maintenance of the library collection.

Essential Duties: Plans and coordinates the operation and administration of the library. Formulates and evaluates library goals and objectives in cooperation with library personnel and the Board of Trustees. Develops library policies and procedures to implement formulated objectives. Determines programming priorities, based on assessment of community needs. Recommends allocation of financial, personnel, space, and collection resources. Organizes the services and staffing of the library to meet its goals and objectives. Prepares and presents the budget proposal to the library board of directors. Administers the budget. Performs the selection, training and supervision of personnel. Maintains personnel records of all staff. Reviews staff performance. Administers employee benefits. Mentors employees. Represents the library to its customers and to the larger community. Directs overall maintenance of the library building and grounds. Coordinates arrangements of physical facilities in the library. Plans the library's capital improvement program. Selects and purchases all library materials, according to the collection development policy adopted by the board. Staffs circulation desk as needed. Answers reference questions and provides patron assistance. Completes interlibrary loan transactions as needed. Responsible for circulation and collection record-keeping and other statistical reports. Works with the assistant director to prepare yearly reports for CKLS and state library. Conducts tours and presents programs to members of the community. Works with community organizations, schools, city and county governments to keep the library involved in all aspects of community life. Markets the library through traditional and social media. Serves

as an ex officio members of the Friends of Belleville Library board. Maintains online circulation and catalog system and oversees technology in the library. Writes grants and seeks donations to supplement the library budget.

This job description is meant to be a general guide to the duties and responsibilities of the job and is not intended to list every possible task this employee will be called upon to perform.

Qualifications: *Bachelors degree. Library experience preferred but not required. Experience supervising staff preferred but not required. Must be willing to participate in continuing education.*

Skills and Abilities: Must have above-average skills in working with people and ability to behave in a professional, courteous manner. Must be able to type and use Microsoft Office programs. Must be self-motivated, reliable, and able to work without direct supervision. Must maintain confidentiality of library patrons. Excellent organizational, interpersonal, communication, and decision making skills are needed to fulfill the duties of this position.

Physical Demands: Employee must frequently lift and/or move 25 pounds and occasionally lift and/or move 50 pounds. The job requires the employee to frequently stoop, bend, climb stairs and reach over the head, and to occasionally stand for 2 hours without a break.

These physical demands 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.

Working Conditions: Some evening and weekend duty is required.

Hours: 34 hours per week.

Wage scale: Dependent on qualifications and experience.

Employee Benefits: FICA; KPERS (Retirement and Life Insurance); Unemployment and Worker's Compensation Insurance; \$200 per month paid toward health insurance (must show proof of health insurance to receive); Sick

Leave (6.8 hours per month); Vacation (68 hours paid vacation for first five years of employment; after that 102 hours per year); Paid Holidays (9 per year); Travel, registration and lodging expenses paid to attend workshops and professional meetings in Kansas.