

## Library Director

\_\_\_\_\_ (Name) Hire date: \_\_\_\_\_

Summary: Serves as head of a public library with a service population of 4672. Bachelor's Degree required, MLS preferable, with minimum of 5 years of public library experience. Carries out public library service according to standard library practice under supervision of the Library's Board of Trustees. Works 32 hours a week, including some nights and every fifth Saturday. Salary range: \$27696 - \$32118

### MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

#### A. Collection management

1. Selects appropriate materials – print and nonprint, fiction and nonfiction for adults by using standard public library review sources.
  - a) Maintains balance of recreational popular reading materials and informational and homework support materials.
  - b) Orders materials in a timely and most cost effective manner.
2. Deselects (weeds) same.
3. Adds gift materials by same standards as purchased materials.
4. Displays materials in manner to attract readers.

#### B. Performs informational, reference and referral services.

1. Is familiar with standard library resources, print and nonprint
2. Is able to search for information electronically.
3. Trains and supervises Library Assistants in providing Reference and Reader's Advisor services, including expertise with OPAC.
4. Works at regularly assigned times at Public Service Desk and is able to perform all tasks of Library Assistant with regard to circulation procedures.

#### C. Supervision

1. Supervises activities of all staff to ensure that excellent library service is available to all in accordance with standard library procedures.
2. Ensures that patrons and staff comply with board approved policies as found in the Policy Manual.
3. Conducts staff meetings on a monthly basis.

#### D. Reports to and consults with the Board of Trustees

##### 1. Administration

- a) Drafts policies and procedures for smooth and professional operation of Library with emphasis on excellence in public service.
- b) Works with library staff to draft accurate job descriptions.
- c) Evaluates performance of staff annually.
- d) Prepares work schedules.
- e) Takes appropriate action to secure return of long overdue items

##### 2. Finances

- a) Makes budget recommendations to Finance Committee
- b) Makes requests for funding from taxing entities (Town, Village, School District)
- c) Presents budget request to public at Cuba Rushford School Budget Hearings
- d) Reviews weekly bills including payroll hours and ensures that Library operations are within budget.
- e) Prepares weekly deposit
- f) Ensures that Library operations comply with requirements of all grants received.
- g) Works with the Financial Secretary to ensure accurate fiscal accounting.

3. Planning
  - a) Assists Planning Committee with three-year plan which reflects needs of Cuba community as well as standard library practice.
  - b) Writes other plans as needed.
4. Physical plant
  - a) Supervises building and grounds maintenance (cleaning, mowing, snow removal)
  - b) Arranges for small repairs needed immediately.
  - c) Works with Building & Ground Committee for significant repairs.
  - d) Ensures safe use of building by patrons.
5. Southern Tier Library System (STLS) Participation
  - a) Works cooperatively with STLS, following their recommendations and policies in all aspects of library service.
  - b) Attends training, workshops and Director's meetings offered by STLS
  - c) Encourages staff to attend appropriate STLS workshops
  - d) Serves on STLS committees as time permits
  - e) Works cooperatively with other STLS member libraries
- E. Liaison between staff, Board of Trustees, the community, the Friends of the Cuba Library and STLS
  1. Prepares informative Monthly Report for Board of Trustees, Town and Village Boards
  2. Attends Board of Trustee meetings. Participates in Board activities
  3. Attends Friends of the Library meetings. Participates in Friend's activities
  4. Involves staff in library decision-making. Conducts monthly staff meeting.
  5. Represents the Library at greater Cuba community events, meetings
- F. Participates in and actively seeks local, county, state, or federal affiliations and projects that will benefit library service in general, and specifically Cuba Circulating Library.
  1. Liaison and sometimes partner with other libraries and agencies in area.
  2. With Board knowledge and support, writes appropriate grants to further library service (i.e. NYS Division for Youth, Poets & Writers, NYS Council for the Humanities, and the NYS Decentralization Arts Grant etc.)
  3. Compiles statistics and other information to comply with grant requirements
  4. Keeps abreast of trends in library service by reading professional literature, by membership in NY Library Association (NYLA), American Library Association (ALA) or other, by attending conferences including NYLA and Public Library Association (PLA) when possible.
- G. Actively promotes general public library services and specific use of Cuba Circulating Library, including press releases for Patriot and the Olean Times Herald, on Library Webpage and social media networking and other appropriate places.
- H. Plans appropriate programs for adults year round possibly including but not limited to entertainment, lectures, craft instruction, computer classes, book discussion and other programs as appropriate.
- I.

Approved by Cuba Circulating Library Board of Trustees March 1999

Revised and approved March 2002.

Amended and approved by Personnel Committee 10/27/2006

Amended and approved by Board of Trustees 06/13/2011