DIRECTOR OF THE LIBRARY

POSITION SUMMARY

- This is high-level administrative, professional, and supervisory work in the Library. Responsibilities include staff supervision, collection development, database management, and service programs. The Director of the Library works under the broad policy guidance and direction of the Township Manager and Assistant Township Manager. Work involves considerable initiative and independent judgment and is periodically reviewed at completion.

- Work is performed during regularly scheduled hours and may involve additional hours as needed.

- The position is exempt under the Federal Fair Labor Standards Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises the Library to achieve goals within available resources; plans and organizes workload and staff assignments, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

- Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

- Develops intermediate and long-range Master Plan for the Library; sets yearly goals for the Library; and assesses accomplishments for each year.

- Prepares and documents budget requests; administers the adopted budget in assigned areas of responsibility through the proper preparation of purchase orders and vouchering.

- Prepares a variety of studies, reports, and related information for decision-making purposes.

- Develops and implements departmental policies and procedures to improve efficiency and effectiveness of operations.

- Determines work procedures, prepares work schedule, and directs workflow expeditiously and harmoniously.

- Issues written and oral instructions; assigns duties and examines work for conformance to policies and procedures.

- Communicates official plans, policies and procedures to staff.
• Plans all Library public relations and publicity. Maintains a high profile in the community. Maintains excellent communications with all Township departments, community organizations and patrons.

• Holds regular staff meetings and maintains good communication with all staff members concerning all Library issues and plans.

• Provides and coordinates training and technical assistance to staff.

• Prepares statistics, studies, and output measures for State, County, Township, and Friends of the Library reports.

• Keeps policies, procedures, collection techniques, services and programs current to meet the changing needs and interests of patrons.

• Supervises collection development, including acquisitions and weeding.

• Supervises shelf-management of collection.

• Develops and promotes adult reading programming that meets the needs and interests of the patrons. Presents book reviews for community organizations.

• Interacts with patrons.

• Works with Friends of the Library to prepare wish lists, newsletters, volunteer projects, and plans meetings and receptions.

• Prepares reports for, and attends meeting with Township Administration, the Carnegie Library of Pittsburgh, and the Allegheny County Library Association.

• Serves as liaison and communicates with the Allegheny County Library Association, with the USC School librarians to assure complementary collections, provision of student reference needs, and possible sharing of databases, and with other community organizations.

• Attends professional association meetings and workshops to keep current on library issues and needs. Seeks and serves on committees and offices in professional organizations when it will enrich professionally, raise the profile of the Township Library, or benefit the Library in any way.

• Assures that the Library facilities and equipment are maintained properly, and coordinates maintenance and repair functions.

• Writes grant proposals to obtain additional resources for the Library.
DIRECTOR OF THE LIBRARY

- Prepares regular and special reports as required by the Township Manager and Assistant Township Manager.

- Performs tasks as required by the Assistant Township Manager.

QUALIFICATIONS

Necessary Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of modern library systems and programs; thorough knowledge of library collections classification and selection techniques; considerable knowledge of equipment and facilities required in a comprehensive library system; considerable knowledge of community library needs and resources; working knowledge of the principles and practices of office management, work organization, and supervision.

- Ability to carry out multi-dimensional tasks with accuracy critical to the success of the Library.

- Ability to train, motivate, and supervise personnel effectively.

- Ability to clearly and effectively communicate orally and in writing in the English language.

- Ability to plan, organize, and complete assigned tasks in a timely fashion.

- Ability to organize and maintain records and files.

- Ability to analyze and prepare complex reports.

- Ability to work and communicate effectively with Township employees, elected officials, other agencies, and the public.

- Ability to operate the tools and equipment listed below.

- Ability to maintain confidentiality where necessary.

Education and Experience

- Graduation from an American Library Association accredited college or university with a Master of Library Science Degree.

- Five years of progressively responsible experience in library operations including two years in a supervisory capacity.
• Or any acceptable combination of experience and training.

**EQUIPMENT USED**

• Library computer system, personal computer including word processing and database management software; calculator, copier, fax machine, telephone, and other office equipment.

**LICENSE REQUIREMENTS**

• None

**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 employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

• The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

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

• The noise level in the work environment is usually quiet to moderately noisy.

**SELECTION GUIDELINES**

• Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

• The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them
from the position if the work is similar, related, or a logical assignment to the position.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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