

JOB TITLE: Library Director

DEPARTMENT: Administration

CLASSIFICATION: Group 11

STATUS: Exempt

GENERAL STATEMENT:

Under the administration of the Board of Trustees, the Library Director is responsible for the effective completion of planning, directing, and coordinating the operation of all departments of the library and adheres to the Vision and Mission statements as stated in the Strategic Plan. This position includes carrying out policies, decisions and plans of the Library Board of Trustees. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Values of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Is responsible for the hiring, training, supervising, disciplining, and evaluating of all library staff.
5. Oversees the planning, organizing, evaluating, administration and maintenance of all library programs, resources, activities and staff.
6. Provides leadership and direction in the development and implementation of short and long range library goals, objectives, policies and programs.
7. Makes presentations to staff, the Library Board, Friends of the Library, civic groups and the general public.
8. Is responsible for preparation, implementation and maintenance of the library budget.
9. Reviews and evaluates program areas, recommends changes or new programs to meet library needs of the community.
10. Maintains memberships in professional library associations and participates in their activities.
11. Attends Board of Trustees meetings, workshops, and conferences and other meetings as appropriate.
12. Keeps informed of current trends and developments affecting libraries and effectuates implementation when applicable.

13. Is responsible for the management and accounting of funds received through donations.
14. Develops and maintains partnership agreements and activities with other community and regional agencies.
15. Represents the library at community organizations and events.
16. Oversees the management of library records.
17. Is responsible for administration of library grievance procedures.
18. Makes recommendations concerning purchases, leases, rentals and related services to the Board.
19. May write and manage grants.
20. May plan and participate in fundraising activities for library. Participates in the library's collection evaluation program.
21. Maintains neatness of public areas including desks, counters, shelves, tables and personal space.
22. Performs other duties as assigned by the Board.

#### MINIMUM QUALIFICATIONS:

1. Masters Degree in Library Science from an ALA accredited program.
2. Twelve years work experience.
3. Ten years of experience as a professional librarian in a public library.
4. Five years of administrative/ management experience.
5. Five years supervisory experience.
6. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES.

1. Considerable knowledge of specialized professional library principles, methods, practices, techniques and procedures.
2. Considerable knowledge of laws and regulations relating to library operations.
3. Considerable knowledge of technical advances in library processes.
4. Considerable knowledge of administrative principles and practices such as finance, human resources, strategic planning, grant administration and change management.
5. Considerable knowledge of principles and practices of collection development.
6. Considerable skill in organizing, managing, and motivating people.
7. Considerable skill in preparing and presenting management and technical reports, budgets and other presentations.
8. Considerable skill in developing and facilitating team based planning and collaborative problem solving.
9. Considerable ability to analyze community and professional trends and to develop and maintain an optimal collection of materials.

10. Considerable ability to evaluate community needs and to develop the best methods of providing services.
11. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
12. Considerable ability to establish and maintain effective work relationships with staff and patrons and community agencies.
13. Considerable ability to resolve difficult situations in a calm and professional manner.
14. Considerable ability to plan, organize and implement programs and services.
15. Considerable ability to communicate plans, procedures, directions, and recommendations, both verbally and in writing.
16. Knowledge and skill in appropriate technology.
17. Willingness to learn, model, and communicate new skills and concepts.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

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 sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability

as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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