

South New Berlin Free Library

Library Director Job Description

Duties: The Library Director's role is to manage the Library, to implement Board policies on a day to day basis, manage the staff and help lead the Library forward in the best way possible to meet the needs of the community.

This is a salaried position. Expectation is Director will work a Minimum of 24 hrs per week.

- Provides assistance and direction to the Board in setting goals and objectives and determining methods of evaluation.
- Recommends policies as needed. Advises board on merit of decisions it is considering.
- Administers Library in accordance with adopted policies. Interprets policies to staff and public.
- Selects and orders all books and other library materials, print and non print.
- Has direct responsibility for administration of the Library within the framework of the Board's plan, policies and budget.
- Reports to each board meeting and in other ways keeps the board informed of library's progress and problems. Sends out Director's report to the Board one week prior to Quarterly meetings.
- Employs and supervises staff. Director will conduct annual review of staff members.
- Shall hold monthly staff meetings to discuss daily operations, changes and staff input.
- Recommends needed improvements in working conditions and salary scale.
- Utilizes skills and initiative of staff members to the library's advantage. Recommends salaries.
- Suggests basis for evaluation criteria and provides materials for the board to review. Maintains records of personnel evaluations.
- Responsible for understanding funding options.
- Prepares preliminary budget recommendation with the board.
- Decides on use of money based on the approved budget.
- Attends regular and special board meetings.
- Gives appropriate public notice of meetings.
- Maintains an active program of public relations.
- Establishes regular outreach to local, county, state and federal legislators.
- Keeps the board informed about state/national funding and legislative issues related to libraries.
- Reads the Handbook for Library Directors of New York State.
- Attends necessary training offered by our System.

- Recommends plans for library's growth and means for implementing plans.
- Administers library in terms of plans adopted by the board.
- Library Director will work a minimum of 24 hours per week at the Library. Specific hours must be worked out with Director and staff.
- Keep a written time sheet. Prior to submission to Accountant, time sheets will be signed and approved by the Assistant Treasurer.
- Collection Management including weeding, Maintain Webpage and Facebook, announce all closings on Library webpage, Facebook and notify Staff.
- Barcoding and processing of all new materials.
- Be willing to train in house and off site.
- Train staff when needed.
- Be available to receive calls for Staff questions.
- Pick up Library mail. Scan and email to appropriate persons. Direct hard copies to be picked up by responsible person(s).
- Secure Board permission before allowing Library to be used for events or programs.
- Work with Board to stay within budget for materials, books, events, programs and extras.
- Follow all written directions already in place.
- Shall be responsible to learn grant writing and to apply for any grants available to the Library.
- Shall maintain the Museum with staff assistance.
- Shall assist in creating a policy handbook.
- Any/All other duties described that are In the Handbook for Library Directors.