

## Director of DeWitt Public Library Job Description

Reports to: DeWitt Public Library Board of Trustees

Supervises: All Library Staff

General Summary: Responsible for the administration and management of the DeWitt Public Library within the policies established by, and under the direction of, the Board of Trustees.

### Principal Duties and Responsibilities

#### Accounting and Financial

- Prepares and presents the annual library budget to the Board.
- Administers approved annual budget, monitors receipts and expenditures, and prepares and presents monthly reports.
- Plans and coordinates the Library's capital improvement program.
- Maintains an inventory of capital assets.

#### Building and Grounds

- Directs overall maintenance over building and grounds.
- Serves as liaison with the building contractor regarding post-construction details and contract issues.

#### Personnel Management and Employee Relations

- Directs library personnel function; maintains staff personnel records; ensures compliances with regulatory environment; and counsels staff regarding benefits.
- Plans for expansion or reduction of staff and for transfer or reassignment in the interest of more effective service and individual staff development.
- Hires, trains, evaluates, disciplines, and terminates personnel.
- Directs staff on workshops and continuing education opportunities.
- Prepares work schedules and maintains time records.
- Advises staff on work problems and performance difficulties.

#### Planning. Organizing. and Scheduling

- Plans, organizes, directs and implements the operation and administration of the Library.
- Organizes the services and staffing of the Library to meet established goals.

#### Policies. programs. and Services

- Formulates long-range and short-range Library goals and objectives with Board of Trustees and staff.
- Develops procedures and programs to implement objectives.
- Interprets Library policies, goals, and objectives.

- Manages the development of the Library's collection of materials, including books, periodicals, audiovisual, and other materials.

### Professional Growth and Development

- Attends professional meeting, maintains memberships in professional associations.
- Keeps informed of current developments and trends affecting libraries.

### Writing Tasks or Assignments

- Prepares and presents management and technical reports.

### Qualifications:

1. Masters Degree in Library Science and Information Science from an American Library Association-accredited program.
2. At least 4 years experience in a public library in an administrative or supervisory capacity.
3. Extensive knowledge of current principles, methods, and practices of a public library.
4. Knowledge of community needs and interest levels.
5. Knowledge of print, electronic, audiovisual and information formats, technologies, and resources.
6. Ability to plan, analyze, evaluate, supervise, and direct library needs and services.
7. Interpersonal and oral and written communication skills necessary to establish and maintain effective working relationships with community leaders, public officials, professional groups, library employees, and the general public.
8. Knowledge of hardware and software systems necessary for the operation of the library and management of its resources.
9. Ability to use electronic means of communication and information transfer.
10. Ability to make decisions and take appropriate action to assure implementation.

*The above statements are intended to describe the general nature and level of work performed by the Library Director. The above listed statements are not to be considered an exhaustive list of all skills and abilities that may be required to perform the Job. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions.*