

**Flat River Community Library
Job Description**

Library Director

Direct Report to: **Library Board**
Supervises: **All Library Staff**
Status: **Exempt - Salaried**

Job Summary:

As a direct report to the Board of Trustees, the Library Director serves as the chief officer of the library while overseeing the operations of the library and leading the staff to ensure delivery of the library's mission and strategic plan.

1. Provides leadership by maintaining a high professional standard, creating an environment and culture where patrons and staff feel welcome and valued.
2. Recruits, hires, and leads an effective team of employees dedicated to the Library's Mission Statement and goals; assigning special projects, evaluating performance, providing direction, goals, and general supervision of the Library staff.
3. Develops and recommends administrative policies to Library Board and reports annually on the professional goals set by the Library Board.
4. Develops and maintains the Library's collections and technology based on customer need.
5. Designs and implements patron services and programs, using proven methods while exploring innovative approaches to the delivery of such programs and services.
6. Designs and implements initiatives to promote Library services to the general policies.
7. Functions with a maximum degree of latitude for independent action within the scope of Library policy as set by the Library Board while establishing effective working relationships with other governmental agencies and officials, community leaders and the general public, inclusive of; Friends of the Library, schools, Danish Festival, community expo, development authority, Rotary, Chamber of Commerce, and others.

8. Prepares the annual budget, providing documentation and justification for presentation and approval by the Board, subsequently directing the expenditure of Library funds and designated resources.
9. Oversees general maintenance of the building and grounds.
10. Performs other duties as assigned.

Job Requirements:

1. Master's Degree in Library Science from an ALA accredited university.
2. Three to five years of progressively more responsible experience in professional library work, including two or more years in an administrative capacity.
3. Library of Michigan Permanent Professional Certificate.
4. Valid Michigan driver's license.
5. Extensive knowledge and understanding of principles, methods and practices of public library operation.
6. Knowledge and understanding of public library computer hardware, software systems (e.g. online and databases).
7. Proven management and leadership skills to direct the Library and meet the goals that contribute to the overall success of the Library.
8. Demonstrated leadership and communication skills in working with patrons, staff, government officials, civic leaders, community organizations and Library Board.
9. Demonstrated effective communication skills in both oral and written forms.
10. Proven interpersonal communication skills; when contending with subject matter of a sensitive and/or complex nature. Ability to address the public, local government officials, civic leaders, community group leaders, Library staff and Library Board in a professional manner maintaining dignity and respect.
11. Ability to assess community interests and needs. Identify opportunities and develop plan for library development. Present idea and plan to Library Board.
12. Visual acuity necessary to view a computer screen and written materials.

Working Conditions:

- Generally will work within a normal office environment.

- Will require occasional travel for meetings and conferences.
- Work hours are varied, including evenings and weekend hours.
- Occasional sitting/standing in one position for extended periods of time.

The job description is intended to describe the general nature and level of work being performed by a person assigned to the position of Library Director. The job description is inclusive of but not limited to the duties, responsibilities and job requirements as listed above.