

## **Mooers Free Library Director Team Member Job Description**

A Library Director Team member will be part of a team of energetic, community-focused leaders for the shared position of Library Director. The Library Director Team will be responsible for daily operations, implementing projects, developing procedures, enacting Board-approved policies, and providing the guiding direction and vision for the library's future.

### **Primary Responsibilities:**

- Communicate regularly with the library Board of Trustees; provide pertinent information at all Board Meetings, as well as reports on library achievements and challenges
- Manage staff to implement exemplary public service
- Manage Collection Development policies and procedures
- Supervise staff and volunteers, implementing personnel policies and HR procedures
- With the library Board, develop, implement and review the library budget.
- Through community assessment, develop five-year strategic plan for the library's future.
- Advocate for and promote the library through high quality customer service, active participation in social media, and foster relationships with community groups, underserved populations, and local schools.
- Manage library building facilities.
- Assist the library Board in drafting and reviewing all policies, procedures and controls.
- Plan, coordinate and implement programming for all ages.
- Research and write grants to support library's mission and needs of the community.
- Create and distribute regular reports to the community.

### **Knowledge, Skills, & Abilities:**

- Demonstration of good oral and written communication.
- Desire to learn and gain new skills with an interest in continual professional improvement.
- Proficiency in technology hardware and software as well as web-based applications, including, but not limited to: PC, laptops, portable devices, Microsoft Office, Internet browsing/searching and social media platforms.
- Commitment to community improvement and engagement through public library services.

### **Minimum Qualifications:**

- Demonstrated organizational or project management experience.
- Experience working with community members and community organizations.
- An Associate's degree in an approved college or university or its equivalent.

**Preferred Qualifications:**

- Experience with administration and management of staff in a library environment.

**Examples of Work:**

- Checking-in and checking-out library materials to library patrons.
- Speaking with community members, and presenting on library projects in public.
- Working with library staff and/or volunteers to coordinate library programs for all ages.
- Completing local and regional grant applications to help fund library projects.
- Interviewing and hiring contractors to maintain library building facilities.
- Filing annual library report to New York State Library.
- Coordinating annual budget vote with School District or Town officials.
- Training library staff and/or volunteers on library operations.
- Promoting library services, programs and projects through traditional and social media.
- Providing computer usage training to library patrons one-on-one or in a class room setting.
- Attending Board Meetings to report on operations, and assist with policies and planning.
- Purchasing library materials including books, magazines, DVD's, CD's and digital materials.
- Participating in CEF Library System training and meetings for library directors.
- Reading about current trends and best practices in public libraries.
- Building library displays to promote usage of library materials and services.
- Assisting library Board or Friends group with fundraising efforts.
- Maintaining library website and social media accounts.
- Helping library patrons with general library needs.
- Working with local community groups and businesses to promote library initiatives.

**Additional Work Demands:**

- Ability to work in an environment subject to continuous interruptions.
- Ability to work under stress from deadlines, public contact, and changes in environment.
- Ability to view a computer monitor and/or operate a keyboard for long periods of time.
- Ability to move and/or lift materials up to 25 pounds.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Vision and hearing at or correctable to "normal ranges".
- Ability to read printed materials and information on computer screens
- Ability to file books, files, reports, etc. on shelves ranging from 1 to 7 feet from the floor.
- Ability to work flexible hours.
- Ability to travel to attend meetings both inside and outside of library community.
- Reasonable accommodations may be made to enable all qualified individuals to perform these duties.

A Library Director Team member reports to the Library Board of Trustees, is subject to a 6 month probationary period and annual review thereafter based on the expectations outlined in the Library Director Job Description.