

## **JOB DESCRIPTION**

### **OLON PUBLIC LIBRARY - LIBRARY DIRECTOR**

**SUPERVISION:** Direction and evaluation from the Library Board.

**SUMMARY OF WORK:** This is a salaried, full-time position. It requires a customer service oriented librarian to direct all programs, activities, and personnel at the library to provide city and county residents with library materials and services to meet their needs. The Library Director manages and maintains the library facility.

#### **JOB CHARACTERISTICS:**

**NATURE OF WORK:** This position requires administrative, supervisory, and professional abilities requiring adherence to library standards, as well as adhering to standards of accuracy, timeliness, tact, and confidentiality. The Library Director will be an advocate for the Library through regular interactions with the Solon City Council, Johnson County Board of Supervisors, the Johnson County Librarians, and other local community groups. The Library Director may have a varying work schedule including some evenings and weekends. This position requires some travel for meetings and workshops.

#### **JOB REQUIREMENTS:**

**Knowledge:** Must have considerable knowledge of general library practices and procedures; cataloging, reference, research, and bibliographic tools and techniques. Must be comfortable with technology services. Must strive to know the people of the Solon community and Johnson County; their occupations, culture, lifestyles and interests.

**Managerial skills:** Must be able to develop clear and appropriate objectives, plans and procedures in response to program directives. Must be able to evaluate staff performance and library services for optimal effectiveness. Must maintain records and submit required reports.

**Financial skills:** Must have the ability to present budgetary and financial information in an organized and understandable manner. Must have the capacity to monitor financial accounts, identify expenditure patterns and take or recommend corrective action, as needed.

**Interpersonal skills:** Must have the capacity to understand and be sensitive to the needs of individuals. Must interact with others in ways which strengthen and build good feelings.

**Communication skills:** Must be able to write effectively in a clear, readable manner with appropriate style, format, organization and grammar. Must be able to speak and listen effectively in one-to-one and group situations.

## Page 2 - Job description for Library Director

**Education and experience:** A Masters of Library Science Degree is preferred and four years of public library experience including management of staff.

**Physical demands and working conditions:** Light lifting, stretching and kneeling will be required as shelving books or other projects demand. Storage is in the basement and does involve many trips up and down the stairway.

### **Summary of duties:**

- Organizes and directs all library activities.
- Oversees the collection management.
- Hires, supervises, and evaluates all library employees.
- Helps to prepare, justify and follows the budget approved by the Library Board.
- Submits annual reports to the State Library.
- Maintains up to date technology for staff and public use.
- Helps to create and implement library policies.
- Attends all Library Board meetings, Friends of the Library and the Library Foundation.
- Promotes and lobbies for library service locally and statewide.
- Communicates regularly with the Solon City Council and the Johnson County Board of Supervisors.
- Travels to professional meetings and workshops as needed to maintain current library certification.
- Responsible for arranging maintenance and repairs to the Library building, grounds and equipment along with city facilities director.
- Recommends to the Library Board the purchase of capital outlay items and projects for future growth.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified in this position.

Reviewed and approved 3/2012

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