

North Canton Public Library Director

Job Title: Library Director

Job Description: The Library Director is the chief administrative officer of the North Canton Public Library. The Director is responsible for the administration and operation of the library in accordance with the objectives, policies and by-laws adopted by the Board of Trustees, within the confines of local, state and federal laws. The Director Works closely with the Fiscal Officer on budget and financial matters.

Immediate Supervisor: Library Board of Trustees

Qualifications: Master's Degree in Library and Information Science from an ALA accredited school. Minimum five (5) years of professional level library experience with progressive levels of responsibility, including three (3) years of supervisory experience. Must have a proficiency in computers and experience in automated services, particularly in integrated library systems and other library technologies.

Responsibilities:

- Implements policies of the Library, as established by the Board of Trustees.
- Provides assistance and direction to the Library Board in setting goals and objectives, and works towards achieving yearly goals.
- Attends board meetings.
- Prepares all necessary reports and keeps accurate records.
- Represents the board in labor relations and in contract negotiations.
- Assists in orientation and education of board members.
- Keeps board informed of new developments and laws that are relevant to library administration.
- Communicates, in a positive and supportive manner, the decisions of the Library Board to staff and the public.
- In consultation with the Fiscal Officer, develops agenda for board meetings.
- Works with the Fiscal Officer and the board in the preparation of the budget.
- Works with the Fiscal Officer to administer expenditures of funds within budget constraints
- Oversees purchasing of supplies, furnishings and equipment.
- Supervises the Department Managers and provides for their development of leadership and supervisory skills.

- Works with Department Managers to assure that services and materials provided meet the needs of the users and represent a judicious expenditure of funds.
- Assures that staff deals with library users in a pleasant and professional manner.
- Recommends or oversees the development of new programs and services to meet continuing or changing library and community needs.
- Supervises the Adult/Teen staff.
- Supervises the Custodial staff.
- Works with Custodial staff to oversee day-to-day facilities maintenance.
- Oversees negotiating contracts with vendors for supplies and required maintenance services.
- Assures that the facilities meet all local, state and federal licensing, ADA and safety requirements.
- Evaluates and develops plans for the effective allocation and utilization of building space, to meet the changing needs of the library.
- Keeps accurate repair, warrantee and service records for facilities and equipment.
- Oversees facilities security.
- Determines staffing requirements.
- Manages and oversees the selection, hiring, training, supervision, evaluation and dismissal of library personnel through an effective human resource program.
- Promotes continuing education for staff, and participates in continuing education when applicable to director's duties.
- Informs the board of personnel changes and consults on personnel issues that may require or result in taking legal action.
- Maintains and updates the personnel handbook.
- Oversees the technology development of the library, and recommends and or approves purchases and installations of new technology.
- Represents the library through participation in professional library organizations.
- Oversees public relations, keeping the public informed about library services and activities.
- Develops a cooperative working relationship with community leaders, organizations, agencies and other libraries.
- Effectively represents, promotes and defends the library's interests with governing authorities and state and national agencies.
- All other tasks as assigned.

Knowledge and Skills:

- Knowledge and understanding of professional library principle, methods, techniques and procedures
- Must understand management principles
- Must understand budgeting and public finance
- Must know current technology, particularly library technology and automation systems
- Ability to understand and lead strategic planning
- Must have some knowledge of human resource practices, including employee selection, training and supervisory methods
- Must understand public relations principles and techniques, including marketing
- Must have basic understanding of facilities management
- Excellent English language oral and written communication skills
- Must exhibit leadership and interpersonal skills
- Must have administrative and organizational skills, and be able to prioritize and delegate
- Must exhibit analytical skills
- Must have strong computer skills, including word processing, spreadsheets, Internet and email
- Mobility, must be able to freely move throughout all areas of the building, including mechanical areas, and be able to lift, push, pull.
- Must have a valid driver's license
- Must be flexible and willing to address and implement change when necessary

The preceding statements provide an overview of the job responsibilities and shall not be construed as an all-inclusive statement of duties, responsibilities or requirements. It does not limit or modify the right of any supervisor to assign, direct or control the work of employees under his/her supervision. Additional related duties may be assigned.

This position is exempt from time and a half for time worked over 40 hours.

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