

Morton Grove Public Library Job Description

Job Title: Library Director

Position Reviewed According to Established Guidelines by: Board of Trustees

Number and Titles of People Directly Supervised: 8 (Assistant Director/Head of Automated Services and Technology, department heads (5), administrative assistants (2))

Fair Labor Standards Act: FLSA Exempt: Executive, Administrative, Professional

Full Time X **Part-Time (30+ hrs)** _____ **Part-Time (20+ hrs)** **Part-Time (less than 20 hrs)** _____

Nature and Scope of Job:

This is a full-time, exempt, highly responsible position whose principal responsibility is the implementation of policies set by the Board of Trustees, as well as annual goals and objectives; and financial, program, and administrative management of the Library.

This position reports directly to the Library Board of Trustees and has responsibility and oversight for all functions of the Library. Major accountabilities include: management of financial resources; management of staff resources; management of Library assets; representation and communication of the Library with outside agencies, Village and state governmental organizations

Presents the Library and its services in a positive manner and, as Director, ensures that Library staff adhere to established customer service guidelines and procedures. Develops, maintains and exhibits technical knowledge; attends and participates in a variety of meetings pertaining to new developments, requirements and policies.

Customary and regular duties include, but are not limited to:

1. Establishes a long-range vision that aligns the library's mission, goals and objectives with community needs and leads staff and the Board of Trustees toward achieving them.
2. Establishes operational goals with processes and measurement systems to support them and to manage progress and improve results.
3. Instills a customer service culture geared toward improving both Library services and customer satisfaction with the library's materials, services and facilities.
4. Responsible for delivering the total range of Library services, programs and activities to Library users.
5. Resolves problems and negotiates solutions involving change with library patrons, the Board of Trustees, other librarians, Village departments, and other governmental agencies.

6. Provides leadership to employ and develop high-performance professional and support staff.
7. Acts as a resource for managers on management and human resource issues; counsels employees on work-related problems.
8. Prepares, controls, plans and implements, with input from department heads, the annual budget for total Library operations and monitors services/materials expenditures to stay within appropriate levels in a fiscally sound manner, consistent with accepted accounting practices.
9. Assures the maintenance of accurate inventory records on equipment, furnishings, etc.
10. Leads, supervises and evaluates direct reports.
11. Facilitates communication among staff.
12. Develops and maintains effective working relationships with community and library organizations and agencies, library vendors and representatives.
13. Listens and communicates effectively with diverse constituencies: Board of Trustee members, government officials, employees, volunteers, citizens, clubs and other community organizations, explaining the Library's objectives, policies, services and goals.
14. Routinely deals with confidential matters of high sensitivity, requiring judgment and extensive knowledge of Library policies and procedures and village, state, and federal regulations/laws.
15. Demonstrates thorough understanding of all legal aspects of library operations, including Freedom of Information Act, Open Meetings Act, Illinois library law, human resources law, and privacy and intellectual freedom.
16. Formulates a vision for implementing existing and emerging library technologies, and evaluating their impacts on services to the community.

This employee has the following knowledge, skills, and abilities:

- Extensive knowledge of the philosophy and objectives of public library management.
- Knowledge of library and information science principles and functions.
- Ability to provide outstanding customer service in person, on the telephone, and via e-mail and other forms of electronic communication.
- Broad-based skills in budget and financial management and other administrative functions.

- Computer skills, including thorough knowledge of word processing, spreadsheets and online presentations.
- Demonstrated ability in the supervision of staff
- Ability to determine community needs and interests in relation to Library services.
- Ability to lead divergent groups to consensus.
- Ability to communicate effectively in oral and written English with diverse constituencies.
- Ability to develop and implement long- and short-range plans.
- Ability to analyze staffing/training needs, plan and coordinate Library services and activities.
- Ability to collect and analyze data in order to make management decisions and recommendations to the Board of the Trustees
- Ability to initiate projects, manage teams, and motivate staff.
- Ability to handle multiple activities or interruptions at once and to work positively and effectively as a team member.
- Ability to deal calmly and effectively with a wide range of individuals, in some instances under stressful or emergency conditions.

Essential Physical Abilities:

- Ability to communicate effectively in oral and written English.

Education and Experience:

MLS/MALS from an ALA-approved library school with demonstrated administrative skills and leadership ability. Minimum of five years public library professional experience with increasing responsibilities in all aspects of library management, including supervision of staff and budgeting responsibilities; coursework and training in business administration is highly desirable.

Note: It should be understood that while this job description sets forth a number of job duties and responsibilities for this position, it is not an employment contract of any kind and can be changed with or without prior notice at any time. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

Updated December, 2011.