

ALLENDALE CHARTER TOWNSHIP

Position: Library Director

Immediate Supervisor: Township Supervisor

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not construed to be an exhaustive list of all job duties performed by personnel so classified .

Essential Job Functions:

- Prepares work schedules and assists Township Supervisor with employee supervision, employee relationships, employee job performance, delegation of work assignments, budgetary needs, reports and special projects, issuing and personnel matters.
- Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives.
- Evaluates and administers library programs such as circulation, reference, reader's advisory services, adult and children's services, community services, and public information.
- Directs the development and maintenance of the library's print and digital collections including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation.
- Directs and controls the expenditure of departmental fund allocations within the constraints of the approved budget.
- Confers with state agencies, other libraries, businesses, and community groups in the development and implementation of library programming and services.
- Directs the training of library staff in technical and administrative library skills.
- Maintains library website, print marketing, statistics, and social media to advertise library services and programs.
- Directs the development, repair, and maintenance of the library building.
- Represents the library on regional and state committees and directs a public relations program to promote and publicize the library's collections, services, and programs within the community.
- Administers the volunteer program, including recruitment, training, scheduling, and evaluating.

Knowledge/Skill Requirements:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to prepare administrative reports in a clear, logical manner
- Ability to understand and interpret library policies, procedures, and rules
- Ability to keep records accurately
- Ability to interact courteously and effectively with elected and appointed officials, town employees, library staff and volunteers, the library's business contacts, and the general public
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
- Ability to initiate, organize, and follow through on programs, services, and projects

- Solid knowledge of current trends and developments in the library profession
- Thorough knowledge of library resources: print, non-print, and electronic
- Knowledge of library automation
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

Education Requirements:

Masters in Library Science from an ALA-accredited college or university and a Michigan Library Certification plus 3- 5 years of increasingly responsible experience as a librarian in a public library environment