POSITION DESCRIPTION

CLASSIFICATION: Director (exempt)

POSITION TITLE: Director

GENERAL DESCRIPTION: Responsible for overall administration of the Library in accordance with policies established by the Board of Trustees.

SALARY RANGE: Established annually by the Board of Trustees.

WORK SCHEDULE: 37.5 hours per week. Irregular hours due to nature of work.

MINIMUM QUALIFICATIONS:

Education: Masters Degree (MA or MS) in Library Science from an ALA-accredited library school.

Experience: 8 Years professional library experience including at least 4 years in an administrative capacity, preferably in a public library as a Director or Assistant Director. Knowledge and experience with library automated systems including experience with an automated circulation system, and various applications to library procedures. Previous work with government officials, library system, and other community organizations and individuals.

Other: Ability to meet, work with, and supervise people of diverse backgrounds easily and to communicate effectively both orally and in writing.

REGULAR DUTIES:
* Facilitates communication within the library, with the general public, and between the library staff and the board of trustees;
* Reviews and updates policies and procedures;
* Coordinates projects and services within and between departments;
* Provides oversight and facilitation of library planning;
* Interprets and enforces library policies;
* Represents the library to professional and civic organizations and agencies;
* Develops and maintains budget plan;
* Authorizes purchases;
* Oversees the development and promotion of library collections, programs and services;
* Oversees library public relations and development efforts;
* Responsible for the supervision of all library personnel;
* Evaluates and/or oversees the evaluation of all library personnel;
* Trains personnel;
* Assigns work to personnel;
* Oversees Library computer systems and networks
* Writes correspondence, grant proposals and documents
* Hires and terminates all library personnel;
* Oversees the maintenance and operation of the library building and grounds.
* Other duties as necessary.

SUPERVISION:
Responsible to the Oak Lawn Public Library Board which determines the policies under which the library operates
**MAJOR GOAL:** To provide overall supervision and management of the Library under the supervision of the Library Board of Trustees. The Director is responsible for all aspects of Library operation.

**KEY RESULT AREA# 1: PERSONNEL.** Responsible for the hiring and supervision of all Library personnel, management of accurate and through personnel files, administration of all matters involving payroll, compensation, and benefits, and implementation of the Library’s Personnel Policy.

The job of Library Director will be satisfactorily performed when:

1. The Personnel Policy of the Library is implemented successfully and reviewed by the Library Board on a bi-annual basis.
2. All staff positions have current, accurate position descriptions and Key Result Areas.
3. The performance of all employees is evaluated annually.
4. Vacancies in the Library Staff are reassessed as they come open and refilled only as needed.
5. The hiring process follows guidelines noted in the Personnel Policy and is in compliance with EEOC guidelines.
6. Salary and benefits budget lines are evaluated and monitored on a monthly basis.
7. Staff input is considered on matters related to issues vital to employee morale and productivity.
8. All decisions regarding the hiring, firing and assessment of Library personnel are made by the Library Director.

**KEY RESULT AREA# 2: FINANCE AND BUDGETARY ADMINISTRATION.** Maintain a sound and fiscally responsible budget. Strive to acquire the resources needed for the Library operations and to manage the Library in the most economical and effective manner possible with the resources at hand.

The job of Library Director will be satisfactorily performed when:

1. The annual levy and budget of the Library are prepared and approved by the Library Board in a timely manner for submission to the Village Board.
2. The annual budget is prepared with input from the supervisors of all major library operations.
3. The Library operates within its overall budget.
4. The Library Board understands and formally approves on a monthly basis all aspects of the fiscal operation of the Library.
5. The Library manages accounts payable and accounts receivable expeditiously and with accuracy.
6. The Library operates in a sound manner fiscally and addresses any deficiencies identified by the annual audit expeditiously.
7. Grants and donations are sought on an annual basis.
8. Competitive bidding and comparison shopping are employed to secure the best value for the Library in purchasing.
9. The Library Board understands and is conversant with the budget and levy process and the monthly fiscal reports.
10. All Library managers responsible for portions of the budget are conversant with the fiscal status of their budget lines.

KEY RESULT AREA #3: PUBLIC AND COMMUNITY RELATIONS. Seeing that the Library is presented to the community in the best possible light and also that it is both receptive and responsive to public demand.

The job of Library Director will be satisfactorily performed when:

1. The Library has a regular public relations program providing for the dissemination of information to the public via newsletter, media contacts and electronically.
2. The Library maintains quality service to the public throughout the year.
3. Programming to entertain and educate persons of all ages in the Community is provided on a regular basis throughout the year.
4. Cordial and productive relations are maintained with civic and local government leaders.
5. The Oak Lawn Community Library Foundation undertakes fund raising and long term investment strategies.
6. The Library supports the work of the Friends of the Oak Lawn Public Library.
7. The Library is represented at local civic events.

KEY RESULT AREA #4: PROFESSIONAL ACTIVITIES AND RELATIONS. To maintain professional growth and expand the Library’s influence within the profession through involvement with state and national library organizations.

The job of Library Director will be satisfactorily performed when:

1. The Director, Board and Librarians are afforded the opportunity to hold memberships and to participate actively in the Illinois Library Association, American Library Association and in other locally active groups dedicated to Library service.
2. Funding within the Library Budget is available to sustain expenses incurred as a result of professional participation.
3. The Library Director, Board Members and/or Staff participate actively in the SWAN Consortium and in the larger RAILS System.
4. Professional Staff are encouraged to undertake professional activities such as public speaking, committee leadership, grant preparation and writing for publication that help to enhance the Library’s profile within the profession.
5. The Board is apprised of all professional meetings attended by Staff and Board Members on a monthly basis.
KEY RESULT AREA #5: STRATEGIC MANAGEMENT AND PLANNING: Responsible for the overall operations of the Library in accordance with policies established by the Board of Trustees.

The job of Library Director will be satisfactorily performed when:

1. The Library has a Long Range Plan in place.
2. The Library’s Long Range Plan is carried out with specific implementation update reports provided for Staff and Board on a regular basis.
3. A Long Range Planning process is managed with input from Board, Staff and interested Community Leaders involved.
4. Management Meetings are held on at least a monthly basis where the Director and key managers communicate, discuss the resolution of problems and develop strategies to address longer term service opportunities.
5. Working Groups investigating key areas of ongoing concern – including Building and Grounds, Group Insurance, and Finance – are led by the Director and include participation by Library Staff with Board Members involved as observers.
6. The Library Board reviews all Library Policies on an annual or at least, a bi-annual basis for possible revision or amendment.