

**Classification: Director**

**Department: Administration**

**Employment Status: Full-Time**

**Exempt/Nonexempt Status: Exempt**

**Reports to the Library Board of Trustees**

As the Chief Officer of both branches of the Farmington Community Library, the Director is responsible for administering all library functions within the goals, guidelines and policies established by the Library Board of Trustees. The Director supervises library services and staff and is responsible for the facilities, properties, financial management and personnel under the governance and oversight of the Trustees. The Director is expected to provide a leadership role within the library, the community and the library profession and serves as an official representative of the library. The Director is an at-will employee.

### **Primary Job Duties:**

#### **General Administration and Management:**

- Supervises the facilities, properties and personnel of the libraries.
- Demonstrates administrative and supervisory ability to coordinate operations and services, direct workflow and develop procedures, policies, services and programs that reflect contemporary library practices.
- Prepares and presents an annual budget, reflective of the library's mission, goals and objectives for Board approval.
- Ensures that all fiscal accounts are in good order, following generally accepted accounting principles for governmental operations. Ensures appropriate internal controls are followed; authorizes all payables for Board review and approval; monitors payroll and changes in fixed assets; and works with the auditor to verify compliance with standard federal laws and Board policy.
- Serves as the primary personnel officer. Demonstrates knowledge of personnel laws, human relations policies, administration of fringe benefits and programs for staff development.
- Works collaboratively with the Board of Trustees, attends its regular meetings, provides a comprehensive Director's Report and attends Board sub-committee meetings, as needed.
- Expected to work primarily onsite, at both locations, and attend community events, as needed.

### **Planning, Organization and Evaluation:**

- Develops short-range and long-range goals for library services, programs and facilities and coordinates these with the multi-year Master Plan and Strategic Plan, if applicable.
- Coordinates and, with the Facilities Manager, serves as the liaison with construction companies to facilitate multi-year projects.
- Possesses knowledge in obtaining Library Bonds and implementing Capital Fund drives for updating facilities to meet 21st-century library standards.
- Establishes standards of excellence for all operations and implements evidence-based strategies for continuous improvement.
- Evaluates the effectiveness of library services through data analysis, community feedback and assessment of changing demographics and technological needs.
- Analyzes data affecting library operations such as legal, physical and statistical factors.
- Demonstrates transformational leadership within the organization: fostering innovation, solving complex problems, leading change initiatives, promoting staff professional development, providing mentoring and creating psychologically safe environments.

### **Personnel Management:**

- Develops comprehensive staff job descriptions and recommends and administers personnel policies.
- Leads recruitment, hiring, evaluation, promotion and termination processes with emphasis on building diverse, skilled teams.
- Defines clear performance expectations and establishes measurable goals for service excellence and innovative programming; actively works to maintain high staff morale and engagement.
- Approves performance evaluations of all professional staff and authorizes merit increases for all regular employees based on clear performance metrics.
- Creates a shared vision of innovative library services through a deep understanding of contemporary librarianship principles, emerging technologies and collaborative leadership practices.
- Maintains an open-door policy for staff communications while leveraging staff expertise and encouraging constructive input.
- Encourages professional development of staff members through support for conference attendance, continuing education and professional certifications. Provides internal programs for employee training and development.
- Acts as a mentor, mediator and facilitator for staff growth.
- Meets with the Management Advisory Committee (MAC), the Services Improvement Team (SIT) and with the Working Conditions and Benefits Committee (WCBC).

### **Community and Professional Development:**

- Serves as chief public relations officer of the library, works with outside groups as library liaison, assures that positive media exposure, including social media, reflects the library's role in the community and speaks on the library's behalf.
- Attends professional and other meetings to maintain contact with library professionals and library related agencies. Attends regional, state and national library conferences.
- Supports the Friends of the Library and engages with business, professional and individual community members to foster and expand revenue sources.
- Participates in professional development opportunities to enhance leadership capabilities and maintains an awareness of emerging trends and developments in the library field.
- Effectively serves all members of our diverse community through programs, policies and services.

### **Qualifications:**

- Master's Degree in Library and Information Science from an institution accredited by the American Library Association.
- Certification as a Professional Librarian Level I from the Library of Michigan as required by state law for a Class VI library.
- Five (5) years of progressively responsible library experience, including at least three (3) years of library administrative responsibility. Additional education may be substituted for experience.
- Must have strong budgeting experience/background.
- Ability to convey, for purposes of training staff, the basic principles, concepts and methodology of professional librarianship in carrying out assignments, operations and procedures.
- Highly developed verbal and written communication skills, social skills and adaptability.
- Visionary regarding library trends, the impact of changing information technology and the amount of acceptable risk the Board is willing to take in implementing new ideas and new technology. Ability to process information effectively to learn new material, handle complex concepts, consider issues and to multi-task.
- Other related tasks as assigned.

### **Requirements of the Role:**

- Physical demand requirements are in excess of those for sedentary work. Walking, standing, bending, stooping, crouching, reaching, carrying books or boxes of books, etc.

- Degree of physical demands, for example, strength, is associated with essential functions of the job. Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects, for example, pushing book carts.
- Ability to view a computer monitor and use a keyboard for extended periods of time.
- Accuracy when typing to complete work-related documents.
- Accuracy when writing and speaking.
- Ability to maintain confidentiality of library records and administrative matters.
- Good time management: is prompt, flexible, works under short time constraints and meets deadlines.
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers.
- Able to retain concentration and poise despite numerous interruptions.
- Meeting attendance at Library Board and Friends of the Library meetings and at the local, regional, state, and national level, occasionally outside normal business hours.