# Job Title: Director of Libraries

**Job Summary:** Under direction of the Library Board of Trustees, the Library Director performs highly responsible administrative and supervisory work, planning, directing, and coordinating the personnel, facilities and activities of a City-County library system.

**Examples of Duties**

*Day-to-Day Library Operations:*

* evaluate, plan and direct all aspects of the library system, subject to the policies of the Library Board of Trustees;
* provide welcoming physical public spaces that foster a sense of community, encourage the free flow of ideas, increase the availability of resources, and add to the information infrastructure of our service area;
* ensure the library system offers a rich array of services and resources that foster intellectual activity, promote the joys of reading, and encourage life-long learning and creativity;
* provide collections that offer abundant high interest materials in a variety of formats at all locations;
* interact with library staff and the public to assess service levels and needs to provide the best public library service possible;
* manage operational challenges, including but not limited to facility and patron issues;
* employ excellent communication and interpersonal skills, demonstrating the ability to build and maintain solid working relationships with staff, patrons, and community stakeholders;
* recognize the vital role of technology in today’s library and provide current state-of-the-art means of information delivery in the most secure way possible;
* select, supervise, instruct, encourage, empower and evaluate library personnel.

*Secure Funding:*

* develop budgets, and secure funds to meet the operational and staffing needs of the library system;
* inform local and state officials of the financial needs of the library system;
* seek and apply for grants to meet program, material, and facilities funding goals;
* work to streamline library operations to provide maximum public benefit for every tax dollar while providing sustainable library services and resources.

*Hire, Manage and Evaluate Staff:*

* recruit professional library staff when openings occur;
* give final approval for the hiring of non-professional staff;
* emphasize customer service and the importance of a positive library experience when hiring and training public service staff;
* optimize the ability of staff to grow and thrive in their positions by providing staff development opportunities within a framework of upward mobility for all staff;
* encourage staff with potential for moving up in the organization to pursue MLS/MLIS degree;
* perform the annual evaluation of all professional library staff and certain non-professional staff;
* meet with library department heads to identify and solve problems;
* forge and maintain positive relationships with staff;
* encourage teamwork and put the success of the library staff as a team first;
* build morale and team commitment to goals and objectives;
* be open to others’ views and welcome feedback;
* instruct personnel on general policies and procedures.

*Public Relations:*

* attend meetings and participate in professional organizations to keep current on professional developments;
* plan and conduct public awareness and public relations campaigns;
* meet with community organizations, individuals and the media to explain library system programs, objectives and policies and to extend library services;
* use social media and the library newsletter to inform patrons about library programs;
* serve as liaison between City, Town and County officials.

*Professional Development:*

* serve on assigned boards and commissions;
* participate in professional organizations (especially NCPLDA and READ ENC Community Literacy Coalition);
* remain current on latest developments in the field;
* keep up-to-date on library legislation on the state, local and federal level;
* make sure the library meets all legal requirements.

*Plan for Future Needs:*

* assess the growth of the community and the need for new services and/or facilities;
* recommend plans for future growth and needs, and determine how best to fulfill those needs;
* develop long-range plans for the library system;
* maintain the ongoing 10-year capital improvement plan for the library system and work with local governments and other funding partners to secure subsidy to complete the projects;
* work with architects, local governments and others to plan and build/renovate library facilities;
* assess staffing needs and plan for and implement staffing adaptations;
* provide current state-of-the art means of information technology to meet facility, staff, and patron technology needs.

*Interact with Library Board of Trustees, The Friends of the Library, READ ENC Community Literacy Coalition and other Public and Institutional Collaborating/Partnering Organizations:*

* participate in Library Board of Trustee and Friends of the Library Board meetings and READ ENC Leadership Council meetings;
* evaluate and recommend policy and procedure additions and changes to the Library Board of Trustees when needed;
* attend meetings with City, Town, County, State and Federal officials;
* develop relationships with public and institutional partners to advance the common goal of providing materials, services and resources that serve the informational, recreational, intellectual, and creative pursuits of the individual and the community.

Perform Other Related Work as Required.

**Minimum Qualifications:** Must have graduated from college or university with a master’s degree in library science from an ALA accredited institution, with extensive experience working in a public library and a minimum of five years of experience in public library administration and management working as a library director or assistant director. Must have or be eligible for certification by the North Carolina Public Library Certification Commission.

**Knowledge, Skills and Abilities:**

* extensive knowledge of the principles, practices, and methods of modern library administration and management;
* extensive knowledge of community needs and interests in relation to library services;
* extensive knowledge of reader interest levels and a wide knowledge of books and authors;
* ability to effectively direct, instruct, and evaluate the work of staff;
* advanced ability to analyze library needs and evaluate library services;
* advanced ability to prepare presentations and reports;
* advanced ability to communicate effectively in both written and oral fashion;
* advanced ability to establish and maintain effective working relationships with community leaders, public officials, professional groups, the general public, and staff.