

# **The City of Hillsdale**

## **Job Description**

**Position/Title: Library Director**

**Type: Regular Full-Time**

**Reports to: Library Board of Trustees**

The Library Director is the Operating Officer of the Library with administrative responsibility for implementing Library Board policy. The Library Director will recommend, design, implement, direct, supervise, and evaluate an active program of educational, cultural and informational services relevant to the City of Hillsdale Library in accordance with the goals and objectives established by the Library Board.

### **Duties**

- Assists in preparing the library budget, and having monthly reports for board meetings.
- Prepares State Aid report annually
- Ability to deal effectively with Board, staff, public, other professionals and government officials.
- Selects books and materials for adults, children and young adults
- Organizes collection for efficient use by cataloging, classifying all materials
- Selects or assists in selection of supplies and equipment
- Supervises circulation procedures and records
- Provides reference and reader's advisory assistance to children and adults
- Assists with planning of programming for children and adults
- Keeps collection current and in good condition by weeding, replacement and arranging for repair of materials
- Plans and prepares publicity to promote the library and its programs and services through special displays, signage, newspaper articles and column, brochures and presentations to community or school groups
- Supervises the physical plant to ensure safety, efficiency and usefulness of building
- Supervises, trains, and develops assistants and volunteers and interns,
- Recruit, select, hire, supervise, evaluate, and terminate, if necessary, library staff in conformity with library policy and state and federal law
- Conducts staff evaluations annually with each staff member.
- Cooperates with community, educational and other groups and organizations to assist with their programs and projects.
- Keeps current with developments in technology as applied to librarians
- Seeks, applies, and follows-up with federal, state and other grants and funding sources for the library.
- Other duties as assigned

### **Qualifications**

- Bachelor's Degree in Library Science from an American Library Association accredited institution.
- Five years' experience in professional Library management and/or administrative positions.

### **Requirements**

- Must have a broad understanding of library services: organization, finance, administration, methods and procedures
- Must be goal oriented, attention detailed, and organized
- Must have the ability to train and supervise professional and non-professional personnel
- Must have the ability to deal effectively with officials, co-workers, community leaders and the library patrons with tact and courtesy thus promoting a positive library image