

## Job Description

OVERVIEW			
Job Title	Library Director	Job Code	---
Division	---	Department	---
Role Purpose	The position of library director consists of administering libraries and performing related library services. It also consists of working in a variety of settings, including public libraries schools, colleges and universities, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers.		

REPORTING LINES			
Direct Reporting Relationships	•	Supervises (titles)	• NA

DUTIES PERFORMED		
% of Time	Key Accountabilities	Key Activities
100%	Team Management	<ul style="list-style-type: none"><li>• Direct and train library staff in duties such as receiving, cataloging, and equipment use</li><li>• Direct the expenditure of library funds and allocation of resources</li><li>• Ensure the level of patron service, and patron satisfaction meets the library's goals and objectives</li><li>• Establish priorities, procedures and general practices for the library</li><li>• Evaluate performance and provide direction in the development of departmental goals</li><li>• Implement the mission and goals of the library as set by the library board</li><li>• Negotiate contracts for library services, materials, and equipment</li><li>• Plan, organize, coordinate and direct the library's service programs</li><li>• Prepare annual budget documentation and justification for approval by the board</li><li>• Provide input into the architectural planning of library facilities</li></ul>

Qualifications and requirements
<ul style="list-style-type: none"><li>• A bachelor's degree or equivalent</li></ul>

- Ability to give full attention to what other people are saying, and to actively look for ways to help people
- Ability to monitor or assess performance of yourself, other individuals, or organization to make improvements or take corrective action

### Competencies (in order of importance)

- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks
- Integrity — Job requires being honest and ethical
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job

### Lines of communication

- Please Identify where the position fits within the hierarchy of your organization

### VERSION TRACKING

<b>Version</b>		
<b>Prepared by:</b>		
<b>First review by:</b>		
<b>Second review by:</b>		
<b>Approved by:</b>	<b>Name</b>	
	<b>Signature</b>	
	<b>Date</b>	