



McKinley Memorial LIBRARY

PUBLIC LIBRARY OF NILES

TITLE: Library Director

CLASSIFICATION: Exempt

REPORTS TO: Library Board of Trustees

GENERAL SUMMARY

The Director administers the activities, services, and personnel of the McKinley Memorial Library and McKinley Birthplace Home according to the policies, bylaws, and directives established by the Library Board of Trustees and the laws of the state and represents the Library in public and professional communities.

QUALIFICATIONS

Education and Experience

Requires a Master's of Library (and Information) Science(s) degree, extensive experience in a public library environment with increasing responsibility, including 3-5 years' public library managerial experience. An equivalent combination of education, training, and experience may be considered. Criminal background and education verification checks are required.

Knowledge, Skills, and Abilities:

- Knowledge of library services and operations and of principles and practices of public library administration
- Knowledge of federal, state and local laws that pertain to the operation of the library and its personnel
- Knowledge of the principles of intellectual freedom as it relates to a public library
- Knowledge of and compliance with the Ohio Ethics Law and the basic ethics and values of library service
- Ability to plan, implement, and manage change within an organization
- Skill in program and project management
- Skill in customer service principles, practices, and programs
- Extensive knowledge of and background in the selection and development of a library materials collection
- Knowledge of the use of technology in a library setting
- Ability to effectively engage with civic and community groups
- Ability to present ideas effectively both orally and in writing
- Must possess a valid driver's license and/or have transportation as needed

Position: Library Director

Approved: 10/13/2022

SCHEDULING

Must be able to work a flexible schedule, including evenings and weekends

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recommends policies and advises the Board of Trustees on operational, staffing, and facilities changes, and on fiscal matters
- Carries out the directives and policies of the Board of Trustees
- Provides data on operations and submits reports on the progress of activities to the Board
- Assists in the orientation and education of Board Members
- Maintains the confidentiality of Board matters
- In consultation with the Board President, develops the agenda for the Board Meetings
- Keeps abreast of state and national legislation that affects the Library
- Keeps the Board informed of budget developments at the state level that affect Library funding
- Actively participates in legislative activities to advocate for libraries
- Along with the Library Board President, serves as the spokesperson of the Library
- Maintains effective relationships with the city, schools, Friends of the Library, the Memorial Board, legislators, and community groups
- Oversees positive media and public relations through a variety of print and digital resources
- Maintains effective relationships with county public libraries
- Represents the Library through participation in professional organizations
- In concert with the Fiscal Officer, develops and recommends an annual budget and administers expenditures of funds within budget constraints
- Serves as the Deputy Fiscal Officer and acts as the Fiscal Officer in the absence of the Fiscal Officer
- Negotiates contracts with vendors for required services
- Keeps current on the latest technology trends
- Develops, plans, and implements the use of technology
- Actively participates in CLEVNET
- Determines staff requirements and hires the personnel necessary to meet those needs
- Oversees onboarding, training and professional development
- Establishes an organizational arrangement which assures effective communications and delegation of work and responsibilities
- Oversees an effective and fair evaluation of personnel
- Maintains the confidentiality of personnel matters
- Informs the Board of disciplinary and probable dismissal actions
- Administers wage and benefits according to policies established by the Board
- Oversees the maintenance of a quality collection which meets the needs of the public

- Assures that personnel is responsive to the needs of Library patrons in a pleasant and professional manner
- Assures that there is adequate personnel in the public services areas to meet the needs of Library patrons
- Assures that the Library environment is pleasant and that the facilities and services are easy to use and meet Library patrons' needs
- Assures that the physical facilities, grounds, and equipment for which the Library is responsible for are properly maintained, updated, and safe for use
- Evaluates and develops plans for achieving the effective allocation and utilization of building space to meet changing needs
- Develops and recommends long range plans for Library and museum services
- Works in public services areas when needed

PHYSICAL REQUIREMENTS

- Ability to regularly lift up to 30 pounds and climb stairs
- Ability to repeatedly reach, bend, stoop, and lift as required to access collections and materials
- Ability to sit or stand for long periods of time
- Ability to operate standard business office equipment
- Travel may be required to attend community events and off-site meetings, trainings, and workshops

GENERAL REQUIREMENTS FOR ALL LIBRARY EMPLOYEES

All McKinley Memorial Library Employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of patrons and staff; maintain a positive and pleasant attitude, and be cooperative with coworkers. All employees shall adhere to the library's policies and procedures and support the library's mission within the library and in the community. Employees shall have regular attendance, be flexible with regards to scheduling which includes daytime, evening, and weekend hours; and be in adequate physical condition to fulfill the requirements of the job.

This job description explains the nature and level of assignments given to job incumbents. This is not an exhaustive list; therefore, other related duties may be assigned.

ACKNOWLEDGEMENT

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position. It is subject to review and change at any time in accordance with the needs of the library. To perform successfully in this position employees are expected to satisfactorily perform each of the essential work tasks listed above; however, reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements.

I have read this position description and acknowledge my understanding of the requirements set forth herein. I agree to perform the Essential Functions and Other Duties of this position in accordance with the policies, procedures and standards of the library. I understand that signing this job description does not constitute a contract.

Employee Name: _____

Employee Signature: _____ Date: _____

Copy provided to employee by Fiscal Officer on the following date:

_____ Date: _____

Fiscal Officer