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POSITION DESCRIPTION

Revised: March 2, 2023

Position Title: Library Director

Reports To: Board of Trustees

Salary Grade: Subject to Education and Experience

Shift: Weekdays; Weekends as needed

Department: Administration

Employment Status: Full Time

Salary Range: Set by Board of Trustees

Purpose:

The Library Director administrates the activities, services, operations, and staff of the Pemberville Public Library system according to the policies, by-laws, and directives established by the Board of Trustees and the laws of the State of Ohio. The Library Director also represents the Library in public and professional communities.

Responsibility to the Board of Trustees:

- ❖ Recommends policies and advises the Board on operational, staffing, and facilities changes and on fiscal matters.
- ❖ Carries out the directives and policies of the Board.
- ❖ Provides data on operations and submits reports on the progress of activities.
- ❖ Assists in the orientation and education of the Board Members.
- ❖ Maintains confidentiality of Board matters.
- ❖ In consultation with the Board President, develops agenda for Board meetings.

Fiscal Responsibility:

- ❖ In concert with the Fiscal Officer, develops and recommends an annual budget and administers expenditures of funds within budget constraints.
- ❖ Chief purchasing agent and coordinator of benefits management.

Administration of Facilities:

- ❖ Assures that the physical facilities, grounds, and equipment are properly maintained, updated and safe for use.
- ❖ Evaluates and develops plans for achieving the effective allocation and utilization of building space to meet the changing needs of the Library.
- ❖ Negotiates contracts with vendors for required services.

Responsibility for Staff:

- ❖ Determines staffing requirements and hires or oversees the hiring of the personnel necessary to meet those needs.
- ❖ Assures that personnel are properly trained and promotes individual development.
- ❖ Establishes an organizational arrangement that ensures effective communication and delegation of work and responsibilities.
- ❖ Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained.
- ❖ Informs the Board of disciplinary and dismissal action
- ❖ Administers wage and benefits according to policies established by the Board.

Administration of Collection:

- ❖ Assures that the materials selected meet the needs of patrons and represent a judicious expenditure of funds.
- ❖ Assures that library materials are properly cataloged and shelved and easily available to patrons.
- ❖ Assures that there is an effective weeding program that maintains the collection within the capacity of the facility.
- ❖ Develops plans and implements programs for using technology to facilitate the effective use of the Library.

Public Relations Activities:

- ❖ Maintains contact with local officials, school officials, and other public entities and officials to ensure that good relationships and communication are maintained.
- ❖ Through the use of in-house publications and newspapers keeps the public informed about Library services and activities.
- ❖ Represents the Library through participation in professional library organizations.

Planning Responsibilities:

- ❖ Develops and recommends an annual operational plan and a long-range plan when requested by the Board.

Knowledge, Skills and Abilities Required:

- ❖ Ability to lead and direct staff.
- ❖ Demonstrate a broad knowledge of library materials and methods, maintenance problems, and public affairs.
- ❖ Ability to communicate in writing and orally.
- ❖ Ability to effectively listen and project positive interpersonal skills.
- ❖ Demonstrate dependable work habits including attitude, initiative and attendance.
- ❖ Ability to handle and defuse difficult situations involving patrons and/or employees calmly and effectively.
- ❖ Exercise discretion in handling sensitive inquiries.
- ❖ Skilled in the use of modern office equipment and computer operation, including the Internet and Microsoft software.
- ❖ Ability to occasionally lift and carry up to 40 pounds.

Education/Certification/Demonstrated Skills Requirements:

- ❖ Minimum education requirement of an advanced degree, preferably a MLS/MLIS from an ALA Accredited library school.
- ❖ Minimum of three years in public service.

Working Conditions:

- ❖ (Normally) Climate controlled environment.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.