

JOB DESCRIPTION

LIBRARY DIRECTOR *Lowell Public Library*

Role of Library Director: Working through the Board, staff, and community, assure that the library provides the greatest level of appropriate services, with the highest level of efficiency, within the resources available.

QUALIFICATIONS:

- MLS or MIS from an ALA accredited program
- Five years of library experience with increasing responsibility
- Business management skills
- Leadership characteristics
- Strong oral and written communications skills
- Ability to plan, organize, direct, and influence the activities within the library
- Acuity for close and distant vision and the ability to focus
- Strong computer skills
- Strong interpersonal skills
- Means to attend meetings off site, when required

SPECIFIC RESPONSIBILITIES

Board Related

- Support and implement the policies of the board.
- Assist in the governance of the library by informing the Board of the status of the library and recommend policy direction.
- Prepare and present in February of each year an annual report to the Board on the "State of the Library" identifying achievements and areas of concern.
- Attend regular and special library board meetings; and attend executive meetings upon request.
- Other duties as assigned or directed by the board of Trustees.

Community

- Respond appropriately to individual and group concerns relating to library issues.
- Represent the library in public relations and community affairs.

Staff and Personnel

- Provide and promote a positive working environment.
- Recommend individuals for hiring.

- Manage staff resources.
- Plan and implement appropriate staff development activities.
- Supervise, direct, and discipline the staff.
- Evaluate department heads.
- Attend, conduct and report on regular staff meetings.

Program Leadership

- Provide leadership to achieve an annual review and update of the long range plan.
- Plan programs and operations to support the long range plan.
- Visit and supervise the branch operations at least monthly.

Business and Finance

- Prepare the annual budget reflecting board policies with the involvement of the staff for review and approval by the board.
- Manage the finances of the library.
- Oversee the assets of the library.
- Represent the library in business negotiations.
- Research the availability of and apply for appropriate grants in accordance with the board policies.

More information will soon be posted on our website

<http://www.lowellpl.lib.in.us/index.htm>.

Applications can be sent via email to smorgan@lowellpl.lib.in.us. Fax to 219-696-5280, or mail to Lowell Public Library 1505 E. Commercial Ave., Lowell, IN 46356, attention Sandy Morgan. Applications will be accepted until Dec. 19th 2011 at 5:00 pm CST. For further questions call Sandy Morgan at 219-696-7704.