



## **TONGANOXIE PUBLIC LIBRARY**

**303 South Bury – PO Box 890 – Tonganoxie, KS 66086 – (913) 845-3281**

### **Library Director Job Description**

Job Title: Library Director

Classification: Full Time Salaried

Reports to: Board of Trustees

**Education and Experience:** The applicant will hold a Masters in Library Science degree from an accredited college or university plus five years of progressively responsible library administrative experience. The applicant will have a good practical working knowledge of networked computers and the following software: Windows, Microsoft Office and QuickBooks.

**Basic Function:** Plans, organizes, directs, and manages all aspects of library services in conformity with the policies established by the Library Board of Trustees and the regulation of the State of Kansas.

**Responsibilities:**

#### Planning and policymaking

- Conducts an ongoing process that assesses community needs and implements library services and programs to meet those needs in the most efficient and effective way.
- Evaluates programs and services and makes changes as necessary.
- Assists the Library Board in developing a current written plan and updating it at least every three years with input from members of the community in addition to the library staff and Library Board.
- Formulates policies governing the library and recommends them to the Library Board for approval. Assists the Board in reviewing the policies annually.
- Assists the Library Board in reaching and maintaining the current Kansas State Standards of Public Libraries and Northeast Kansas Library System (NEKLS) accreditation and grant criteria.
- Maintains all written library policies and Library Board minutes.
- Works with NEKLS, Kansas Library Association (KLA), the Kansas State Library, and other local and state leaders to obtain appropriate legislation and funding to meet the needs of the community through library services.

#### Fiscal Management

- Prepares and submits an annual provisional budget to the Library Board Treasurer and assists in the preparation of the annual library budget.

- Manages the finances of the library to include payment of accounts and personnel and the reconciliation of all bank accounts.
- Monitors expenditures and makes adjustments to the budget as necessary, including personnel changes.
- Provides necessary data for an annual financial audit.
- Researches, negotiates and oversees the implementation of contracts as necessary.
- Seeks alternative funding sources. Prepares requests and administers grants according to specific guidelines.
- Prepares proposals to state agencies, foundations, and other organizations to fund new or supplemental program and/or services needs.
- Coordinates fund raising activities with the Friends of the Library and other community groups as appropriate.
- Records and acknowledges all gifts to the library.

#### Personnel Management

- Recruits, selects, hires, trains, supervises, evaluates, disciplines, and discharges professional library personnel in accordance with policy and applicable state and federal laws.
- Recruits, selects, trains, supervises, and discharges volunteer library personnel in accordance with policy and applicable state and federal laws.
- Develops and writes job descriptions for all personnel.
- Develops orientation programs, in-service training, and continuing education opportunities for personnel and volunteers.
- Provides leadership by example in effective working relationships, communication and quality public service.
- Encourages initiative and creativity.
- Ensures the library is manned with paid staff members while library is open to public, with exceptions approved by Library Board. Evening and weekend work may be necessary.

#### Library Program Management

- Directs the daily operations of the library to ensure the highest quality services and maximum utilization of resources.
- Supervises the selection and weeding of all library materials according to policy.
- Supervises cataloguing and classifying library materials.
- Acts as executive officer of the library and serves as a non-voting member on the Library Board and the Friends of the Library Board.
- Will attend as many regularly scheduled Library Board meetings as possible.
- Prepares agendas for regularly scheduled meetings of the Library Board. Provides financial reports, and summary of services and program developments and presents them at each regularly scheduled Library Board meetings in the form of a Director's Report.
- Prepares annual report for Library Board and City Council.
- Acts a liaison between library staff and Library Board.
- Attends local, state and national library meetings as funds permit.

#### Property Management

- Manages the physical plant to ensure daily proper maintenance and utilization of the library as a municipal asset.
- Recommends repairs, alterations and additions to the physical facility.
- Ensures safe conditions for staff and public on the grounds.
- Responds to building emergencies and takes appropriate action.
- Ensures servicing of library equipment (e.g., computers, audio-visual equipment, microfilm readers, heating and cooling machinery, etc.) to maintain proper working order.

#### Public Relations

- Acts as spokesperson for the library by addressing community groups to inform them of library resources and services.
- Establishes and conducts a public relations program that produces good will and promotes the library and its services to the community.
- Utilizes appropriate means of communication: brochures, posters, newsletters, displays, newspaper column, radio and local cable channel, web page.
- Promotes partnerships and cooperative projects with other community organizations.