

SAMUELS PUBLIC LIBRARY LIBRARY DIRECTOR POSITION DESCRIPTION

The Library Director supervises and oversees the smooth running of the library, obtains and allocates the needed resources through the budgetary processes in place, and works directly with the Library Board, Friends Board, and all other departments and staff to raise funds for the present and future needs of the library, a nonprofit 501(c)3 corporation. The position is full time, FLSA exempt. The position reports to the Library Board of Trustees.

Essential functions include, but are not limited to:

- Manages department supervisors, implementing the daily activities and services of library operations and programs including hiring and supervising staff, establishing performance standards, evaluating work and providing guidance, direction and discipline as necessary.
- Develops and administers the Library budget. Evaluates and approves expenditure requests; allocates funding according to program needs.
- Coordinates, develops, directs, and evaluates programs and services provided by the Library and Library personnel.
- Develops effective public relations to market Library programs and services. Responds to and resolves complaints from patrons.
- Maintains current knowledge of trends, professional developments, Library literature and related information systems and other technology. Attends meetings, workshops and seminars.
- Plans, directs and helps coordinate the programs, services and use of resources for the Library based upon customers' interests, community needs and available resources. Works closely with the Friends of Samuels Library (FOSL), and assists FOSL when needed.
- Develops goals, objectives and long range plans; formulates policies for Board approval; ensures program meets State and/or Federal requirements.
- Researches, evaluates, selects and acquires library materials and equipment in compliance with policy, law and identified needs. Oversees and delegates orders of all books, online resources, equipment, furniture and supplies for the Library.
- Maintains statistical records of the Library.
- Attends Library Board meetings, makes recommendations to the Board regarding policy, needed resources, and other matters. Serves as the staff advisor to all Board committees.
- Identifies, pursues, and supports all fundraising efforts through grant writing, planned giving, underwriting and the annual appeal.