

# **Job Description Components Library Director**

## **Basics of the Position**

- Position title
- Pay grade/Salary Range
- Classification
- Library contact information

## **Position Objective**

- How does the position support the library's mission?

## **Organizational Structure**

- Where does this position fit within the larger organizational picture?
- What is the relationship of this position to other library staff?
- What is the director's relationship to the library board?
- What is the director's relationship to the governing authority?
- What are the supervisory relationships within the library?  
Tip: Include an organizational chart to clarify relationships.

## **Essential Functions - What Does a Library Director Do?**

Some examples:

- Develops and administers the library's services and programs to the community, based on the mission, policies, and plans developed by the board;
- Provides complete and regular reports about the library's management, progress, and needs at board meetings;
- Keeps the board informed about emerging trends and concerns in public libraries and serves as the board's technical advisor on matters related to libraries;
- Communicates with the public about library-related issues;
- Actively markets the library;
- Actively participates in state and national library organizations;
- Prepares the library's budget;
- Hires library staff;
- Supervises library staff;
- Provides for continuing education and professional development of library staff.

## **Other Duties as Assigned**

Non-essential functions

## Knowledge/Abilities/Behaviors

Knowledge of:

- Library trends, principles, and practices;
- State and federal laws and policies (e.g., copyright, accessibility, intellectual freedom, and confidentiality of patron records, etc.) that affect library programs and services;
- The political context within which the library and its governing authority reside;
- Current library trends and issues.

Ability to:

- Maintain effective public relations;
- Work with diverse populations;
- Manage projects and programs to meet institutional goals and objectives;
- Integrate various ideas, intentions, and information to form goals, objectives, timelines, action plans, and solutions;
- Develop and manage budgets;
- Advise board members on issues and trends affecting public libraries;
- Coordinate and organize;
- Facilitate and conduct meetings;
- See the glass as half-full, rather than half-empty.

Behaviors:

- Works effectively with others to understand interests, reach agreements, and/or resolve differences;
- Organizes priorities to meet multiple deadlines and manage a heavy workload;
- Remains calm under pressure.

## Working Conditions

Some examples:

- Extensive travel, both in- and out-of-state;
- Evening and weekend work.

## Required Education and Experience

Some examples:

- Master's degree in library science (or equivalent) from an American Library Association (ALA) accredited program;
- Library certification by the State Librarian authorized through the Office of the Secretary of State (see [Certification of Librarians](#) for specifics);
- [# of years] experience as a professional librarian;
- At least [# of years] of library and other management experience including budgeting, personnel administration, overseeing a library unit/department;

- Experience working with a governing board;
- Active participation in professional library associations.

### **Desired Education and Experience**

Some examples:

- Master's degree in business administration;
- Experience working with advisory groups;
- Experience representing an organization to other organizations, associations;
- Course work and/or experience in public administration and communications.