

Henderson Memorial Public Library

Your Bridge to Information and Imagination

Henderson Memorial Public Library is a community resource that strives to serve the diverse members of the community by providing education, information, recreation, and research.

Job Title Director

Direct Supervisor Library Board of Trustees

Supervises Directly supervises library staff, public relations, maintenance and facilities. The Director is indirectly responsible for actions of all staff and volunteers.

Nature of Work

The Director administers the activities, services, and staff of the Henderson Memorial Public Library according to policies, bylaws, constitution, and the directives established by the Board of Trustees and the laws of the State of Ohio and represents the library in both public and professional communities. This position works a flexible schedule which may include weekends as well as evenings.

Essential Duties

These include but are not limited to:

Director:

- *Leadership:* Maintain awareness of library trends and create and share vision of Library services and activities for the staff, Board of Trustees and public.
- *Relationships:* Build and develop relationships within the community, the region and the profession for the benefit of the Library and the community. Build relationships and communicate effectively with state and local government officials. Possess patience, tact, and courtesy to deal with the general public and ability to work harmoniously with others.
- *Board Relations:* Work in tandem with the Library's Board of Trustees to create and implement a strategic plan and policies governing Library operations and services. Ensure the Board is informed of all necessary information regarding Library operations and occurrences both in preparation for monthly meetings with concise reports and as needed to respond to specific actions or occurrences.
- *Management:* Lead or administer the library's strategic planning process and review. Set and model high performance standards characterized by integrity and develop other members of the library team by coaching, inspiring, and empowering people to achieve strategic objectives. Monitor library workflow to insure all necessary operations occur on a regular basis. (May require actively participating to fill operational gaps as needed)
- *Fiscal Operations:* Work with Fiscal Officer and Board of Trustees to manage relevant

sources of funding, develop a budget, and forecast and monitor revenues and expenditures based on budget guidelines approved by the Board of Trustees.

- *Human Capital Management:* Attract, retain, and motivate staff to work toward shared objectives; supervise, assist and evaluate staff and develop/guide team member efforts and abilities to achieve the goals of the Library.
- *Marketing:* Work with library staff to develop and communicate a message in harmony with the goals and mission of the Library.
- *Business & Facilities Management:* Work with Board of Trustees to maintain awareness of products and services and to ensure contract terms favorable to the library and its users. Approve all contracts on behalf of the Library and acquire Board approval as required before approving contracts. Work with Fiscal Officer and Maintenance to manage the library's building, grounds, and equipment, as well as larger facilities projects.
- *Policies and Procedures:* Identify need and develop Library policies for Board approval. Monitor implementation of policies and procedures.
- Other duties as deemed necessary

Qualifications

For this job these include:

- MLS/MLIS from an ALA-accredited program preferred but not required
- Work experience in public library management and supervision.
- Demonstrated leadership skills.
- Excellent communications skills.
- Active community involvement.
- Knowledge of common technology used in general business environment.
- Knowledge of library and human resource management.