

Director of Maplewood Public Library – Job Description

Overview: Under the general supervision of the Library Board of Trustees, the Director performs and is responsible for varied administrative and professional work related to planning, organizing, and directing all aspects of library services for the City of Maplewood.

Primary Responsibilities:

Personnel Management

- Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation.
- Prepares employee work schedules and assigns areas of responsibility.

Library Services

- Plans, organizes, evaluates and administers the activities, programs, and services of the Library according to perceived needs of the community.
- Develops print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation.
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies.
- Plans, organizes, and manages technical and automation services for the Library.
- Confers with City officials and the general public to provide information and to resolve problems or complaints.
- Acts as the representative of the Library to individuals and to professional and community organizations.
- Assists with direct patron services, as needed.

Administrative/Financial

- Prepares and presents library budget proposal to Board of Trustees for approval, and monitors and approves expenditures from the official operating budget.
- Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Actively seeks grants, donations and other new sources of non-tax funding.
- Confers with the Library Board of Trustees to establish operating policies and to review the Library's menu of services.
- Prepares meeting agendas and materials and participates in Library Board of Trustees meetings.
- Prepares regular narrative and statistical reports for the Library Board of Trustees and others as designated.
- Reviews and evaluates the Library's services and programs on an annual basis.
- Responsible for the collection and accounting of fines, fees, and other charges.

Professional Development

- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and the Municipal Library Consortium.
- Confers with state agencies, other public libraries, corporations, and community groups in the development of library programs and assists in coordinating interlibrary program efforts.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services.
- Serves on professional and community committees, as requested, to advance the library and the library profession.

Facility Management

- Directs the development, repair and maintenance of the Library building, equipment, furniture, and supplies.
- Maintains inventory of equipment, furniture, and supplies.
- Prepares specifications for purchase of equipment and supplies.
- Establishes priorities as determined by need.

Supervision Received: Receives general supervision from the Library Board of Trustees.

Supervision Exercised: Supervises approximately ten employees, including both full time and part time staff.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science.
- Committed to excellence in customer service.
- Strong oral and written communications skills.
- Ability to work independently.
- Ability to organize work for efficient use of time.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to understand and interpret library policies, procedures, and rules.
- Ability to keep records accurately.
- Ability to interact courteously and effectively with elected and appointed officials, city employees, library staff and volunteers, the Library's business contacts, and the general public.
- Considerable knowledge of supervision, training, and staff utilization principles.
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities.
- Ability to initiate, organize, and follow through on programs, services, and projects.
- Solid knowledge of current trends and developments in the library profession.
- Thorough knowledge of library resources: print, non-print, and electronic.

- Knowledge of library automation.
- Working knowledge of public relations procedures.
- Ability to represent the Library at professional and community meetings.

Minimum Qualifications:

- Master's Degree in Library Science or Library and Information Studies, preferably from an ALA-accredited institution.
- 5 years of increasingly responsible experience as a librarian in a public library, including 3 years of supervisory experience in library, branch, or department management.

Physical Requirements:

- Ability to perform duties in an office environment.
- Ability to work in an environment subject to continuous interruptions and background noises.
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions.
- Ability to operate computers with proficiency using library software, word processing, and the Internet.
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time.
- Ability to move and/or lift materials up to 25 pounds.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Vision and hearing at or correctable to "normal ranges".
- Ability to communicate effectively with individuals in person, over the telephone, and via the printed word.
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor.
- Ability to work flexible hours to observe library during all hours of public operation, including weekends.
- Ability to travel to attend meetings both inside and outside of Maplewood.

Accommodations:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.