

Winfield Public Library

POSITION TITLE: Library Director

REPORTS TO: Winfield Public Library Board of Directors

PRIMARY RESPONSIBILITY:

Current:

The Library Director acts as the chief executive officer of the Library responsible for the efficient management of all Library operations.

ESSENTIAL FUNCTIONS:

- Creates and recommends to the Library Board policies concerning the philosophy and mission of the library and develops procedures and programs that support such statements.
- Prepares and monitors annual budget and salary increases for Board approval.
- Directs fund-raising and grant writing efforts.
- Demonstrates leadership through participation in professional organizations (i.e. KLA, SCKLS, ALA) and through participation in local organizations (i.e. Chamber of Commerce).
- Responsible for all local and state reports concerning the operation of the library.
- Hires, supervises and evaluates all library staff.
- Responsible for compliance with legal requirements affecting the operation of the library.
- Manages all aspects of collection development.
- Provides necessary opportunities for continuing education of library staff.
- Maintains professional knowledge about current technology, management and library issues.

PREFERRED EXPERIENCES AND EDUCATIONAL REQUIREMENTS:

- Holds an M.L.S. from an American Library Association accredited university.
- Has three years of professional library experience, including three years of supervisory responsibility.
- Possesses current knowledge of computers, ILS systems, electronic information technology, data management and its use in libraries.
- Exhibits significant problem solving and organizational skills necessary to coordinate multiple projects/programs and the ability to work under pressure of deadlines and changing priorities.
- Demonstrates grant writing experience and some experience with fund-raising.
- Is able to represent library at local, state and national functions.
- Demonstrates a public services/support attitude to effectively meet, communicate with and serve the public.

WORKING CONDITIONS:

This position is operated in an “office” environment and requires the ability to handle informational items and boxes up to 25 lbs; to pull/push book carts and the ability to reach items on high and low shelves. This is an exempt position as defined by the Labor Standards Act.