

Winfield Public Library

POSITION TITLE: Library Director

REPORTS TO: Winfield Public Library Board of Directors

The Library Director acts as the library's chief executive officer, cultivating the library's position as a vital resource for the community through efficient management, committed service, and creative initiatives. The director leads with an approach that motivates staff, demonstrates a commitment to being embedded in the community, and possesses the ability to listen to diverse perspectives in an effort to foster programs and services.

ESSENTIAL DUTIES:

- Creates and recommends policies to the Library Board.
- Develops and directs new and existing procedures/programs that support the library's mission.
- Prepares the annual budget for Board approval. Oversees the budget throughout the year.
- Directs fund-raising and grant writing efforts.
- Demonstrates leadership through outreach and partnership opportunities with local government, businesses, and organizations as well as through participation in professional (i.e. Kansas Library Association, South Central Kansas Library System, American Library Association) and local organizations.
- Responsible for all local and state reports concerning the operation of the library.
- Hires, supervises, motivates, evaluates, and fires all library staff.
- Maintains a 15,000 square foot facility.
- Responsible for compliance with legal requirements affecting the operation of the library.
- Oversees all physical and digital collection development activity.
- Fosters 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 or Master's degree in related field.
- Has three years of professional library experience, including three years of supervisory responsibility.
- Possesses current knowledge of computers, Integrated Library Systems, electronic information technology, and data management, including their 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 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 items up to 25 lbs, to pull/push book carts, and to reach items on high and low shelves. This is an exempt position as defined by the Labor Standards Act.