

**Job Title:** Library Director

**Department:** Administration

**Reports to:** Board of Trustees, Bellwood Public Library

**FLSA:** Full-Time, Exempt

**Position Summary:**

The Library Director works closely with the Board of Trustees to accomplish the mission of the Bellwood Public Library. Under the policy guidance and direction of the Board of Trustees, the Library Director serves as the Chief Executive Officer and Administrator of the Bellwood Public Library. The Director assumes responsibility for the day-to-day administration, operation, and security of the Library.

**Essential Primary Duties:**

**Personnel Management and Development**

- Provide for the recruitment, hiring, training, supervision, evaluation, and ongoing development of an effective, responsive, and service-oriented staff.
- Promote and maintain a work environment that encourages professionalism, innovation, cooperation, and ongoing staff development.
- Directly supervise and evaluate the performance of Department Heads, Managers, Administrative Assistants, and other administrative staff.
- Maintain clear and current job descriptions and appropriate personnel records.
- Assign and effectively delegate work responsibilities to all job classifications.
- Conduct meetings and annual evaluations for all employees.
- Address any performance issues by taking corrective action.

**Financial**

- Submit an annual budget to the Library Board based on present and anticipated needs.
- Manage the approved budget within the parameters set by the board.
- Maintain complete and accurate records of library finances and oversee the Library's business operations and the investment of library funds.
- Keep informed of the Library's financial needs and supervise the accounting programs.
- Assure the Library's compliance with all governmental and legal requirements.
- Identify, develop and propose potential sources of revenue for programs and services, including grants and gifts.
- Assist with planning and executing fundraising efforts.
- Review and approve purchase requests, reconcile daily income, and prepare deposits and invoices for payment.

**Administration and Board Relationship**

- Work cooperatively with the Board and staff to develop library services and programs that meet the needs of the community.
- Develop and define long-range goals and objectives.

- Prepare board meeting materials, agendas and notices as required by law and policy.
- Create monthly reports for the Board covering library operations, usage, and the Library's financial position.
- Attend all board meetings and applicable committee meetings, and provide adequate information and advice on all matters considered.
- Collect and maintain necessary statistics for the preparation of, and timely submission of the Illinois Public Library Annual Report (IPLAR), and the Per Capita Grant application.
- Maintain a balanced, broad, up-to-date, and useful collection of materials and resources.
- Oversee planning cycles for improving library services, facilities, and equipment.
- Work in conjunction with the Board and the Library's attorney to help formulate, implement, and maintain relevant and current policies based on local need.
- Maintain official records and documents in compliance with federal, state, and local regulations and reporting requirements.
- Oversee and approve content on the website and within library promotional materials.

### **Public Relations**

- Stay abreast of new technologies and library trends and their local implications.
- Oversee and implement information technology services that respond to the needs and interests of the community.
- Be an advocate of library service when addressing patron complaints or concerns and provide friendly, efficient, and knowledgeable customer service.
- Oversee a public information program that keeps the community informed of services and promotes a strong presence in Bellwood.
- Develop relationships and methods of cooperation with community leaders, officials, and organizations including the Friends of the Library.

### **Facilities**

- Oversee the maintenance and security of physical facilities, equipment, and grounds.
- Make recommendations and plans for future improvements and repairs.
- Create and update the disaster plan and emergency procedures.
- Conduct safety drills and maintain library security systems.

### **Other Duties**

- Participate in relevant conferences, continuing education events, or similar opportunities.
- Perform other duties as assigned or established by Illinois law or Board policy.
- Oversee the development and execution of the annual signature program series.

### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of Library functions, administration, practices and laws applicable to municipal public libraries.
- Ability to plan and administer all aspects of library operations, and to develop and implement plans for the improvement of library services.
- Ability to effectively recruit, hire, train, direct and evaluate the work of staff at all levels.
- Ability to prioritize, meet established deadlines, and delegate duties as appropriate.
- Working knowledge of computers, internet, and library systems software.

- Ability to prepare and administer the Library's budget.
- Understanding of the Library's finances and financial reporting requirements.
- Ability to communicate clearly, concisely, and effectively, and to establish and maintain effective and harmonious working relationships.
- Ability to exercise tact, dynamic leadership, and sound judgment, and to plan, coordinate and administer services to the community.
- Valid driver's license and access to a vehicle for use while performing duties.

**Qualifications:**

- Master's degree in Library Science from an ALA accredited institution
- At least five years of public library experience, including at least two years of experience in a managerial or administrative position.
- Experience budgeting, planning and supervising personnel.