

# Warminster Township Free Library

Job Title: Library Director

Date: October 2011

Title of Immediate Supervisor: Warminster Township Library Board

## Job Summary

Professional library work of a supervisory and administrative nature. Responsible for planning and directing the operations of the township library which includes all services and development of library policies and procedures.

## Primary Job Duties/Accountabilities

- Supervise the day-to-day operation of the library
- Answer inquiries and complaints from patrons and assist staff members
- Hire and manage library staff, which includes scheduling and training paid staff, volunteers, and community service workers and evaluating job performances
- Order new books, audio-visual materials and equipment and evaluate the library's current collection
- Answer questions at the Reference Desk
- Represent the library at district and Community Public Library meetings
- Write press releases and design brochures and flyers to publicize library services and programs
- Prepare monthly and annual reports and analyze data
- Develop library policies and procedures
- Plan, schedule, and conduct adult programs and assist children's librarian with scheduling children's programs
- Prepare annual budget with the Library Board
- Monitor and approve monthly expenditures
- Supervise maintenance of library building, which includes monitoring building's AC/heating system, alarm system, and contacting appropriate repair people

## Job Specifications/Competencies (Minimum Requirements)

Education: Graduation from an ALA-accredited college with a Masters degree in Library Science

Experience: At least five years professional, supervisory experience in a public library

- Computer Skills:** Proficiency in Microsoft Office products and experience with automated library systems
- Knowledge:** Knowledge of principles and practices of public library administration
- Knowledge of the organization and functions of municipal government
- Knowledge of financial management systems
- Knowledge of current developments and trends in library management and inter-governmental relations
- Abilities:** Strong interpersonal and communication skills; proven experience expressing ideas effectively, both orally and in writing, in the English language
- Ability to research, write, and edit statistical, financial, and factual information
- Ability to exercise good judgment and tact in dealing with the public and in settling problems
- Ability to continue to learn new concepts and ideas concerning librarianship and local government
- Ability to promote and establish effective work relationships with staff and the public

## Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, use hands to handle, or feel objects, tools or controls and reach with hands and arms. The employee is required to use office machines such as computers, telephone, and other related office equipment.

The employee will frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work is generally performed in an office setting with a quiet environment. Occasionally, the work is performed in a public setting, which may result in excess noise levels, at times.

The position works a 37 ½ hour work week, usually Monday through Friday with some evening and weekend hours.

### Selection Guidelines

Formal application, rating of experience and education, oral interview(s), reference checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.