

**MORLEY LIBRARY  
JOB DESCRIPTION**  
(Updated April 2015)

**JOB TITLE: Director**

**DEPARTMENT:** Administration

**DIRECT SUPERVISOR'S TITLE:** Morley Library Board of Trustees

**CLASSIFICATION:**

**Fair Labor Standards Act:** Exempt  
**Morley:** Professional

**QUALIFICATIONS:**

- Master's in Library Science from an ALA accredited Library School
- Five years of professional supervisory experience in libraries
- Progressive experience in various library departments preferred
- Desire to provide excellent, effective, and proactive service to Library Stakeholders and Staff
- Concern for accuracy and detail
- Must qualify to be bonded

**KNOWLEDGE AND SKILLS:**

- Thorough knowledge of the principles, theory, and practices of Library Science.
- Ability to accurately analyze, prepare and monitor budget data; compile and analyze usage statistics, and write narrative reports and grants.
- Excellent supervisory skills including the ability to monitor and evaluate job performance, provide training / development to Staff, and implement disciplinary measures; knowledge of personnel law as applicable to public libraries
- Computer literacy with the ability to utilize library software systems and equipment in order to do research, generate reports, etc. as needed
- Basic understanding of building and grounds operation and maintenance
- Strong communication, interpersonal and public speaking skills
- Ability to write and implement policy
- Ability to foster a cooperative team spirit within the Library
- Ability to work well with the public and to represent the Library favorably in the community; willingness to participate in community events such as parades, booths, etc.
- Willingness to represent Morley Library at local, regional, state, and national legislative and professional functions, and serve on committees, boards, etc. as appropriate

**General Summary:** Is responsible for the overall operations of Morley Library. Directly supervises the Reference Team Leader, the Children's Services Team Leader, the Technical Services Team Leader, the Circulation Services Team Leader, and the Head of Maintenance.

**ESSENTIAL FUNCTIONS:**

- Oversees and is responsible for the smooth and successful provision of services by all areas of the Library; evaluates the effectiveness and appropriateness of same.
- Ensures that the Board of Trustees has accurate and timely information about the Library by providing agendas, narrative, and statistical reports for all meetings and retreats; provides situational updates for items of importance that fall between scheduled meetings, etc. Serves as a liaison between the Board and Staff and between the Board and other entities.
- Works with the Board of Trustees in governance of the Library by creating and implementing Bylaws, Policy, Job Descriptions, etc. Maintains files on Board History, appointments, etc.
- Works with the Fiscal Officer in preparation and monitoring of budgetary and other items affecting the fiscal health of the Library. Works with the Fiscal Officer to maintain the accuracy and contents of personnel files and records.
- Supervises the job performance of and works with the Team Leaders to ensure a good working environment for all Staff; with them, design, implement, and change procedures and services to reflect the contemporary needs of Library Patrons.
- Supervises and works with the Head of Maintenance to insure that the building and grounds are safe, attractive, and welcoming.
- Troubleshoots patron concerns about the implementation of library services; serves as final point of appeal when there are differences.
- Files State Annual Report and other reports as needed; participates in appropriate surveys related to the Library and its services
- Accepts and acknowledges gifts to the Library
- Represents the Library to the local stakeholders, library community, and legislative / governmental entities by participating in community events, giving speeches, and serving on committees, boards and panels.
- Serves as the Deputy Fiscal Officer in the absence of the Fiscal Officer.
- Serves as an ex-officio member of the Friends of Morley Library Board
- Advises the Citizens for Morley Library on informational and legal aspects of library elections; gives informational presentations about the levy need; participates in campaign activities

**OTHER FUNCTIONS:**

- Participates in reader's advisory by leading book discussions and giving book talks to local organizations as needed
- Participates in collection development
- Attends meetings, continuing education seminars and community events which will require evening or weekend participation
- Other tasks as required

**GENERAL REQUIREMENTS FOR ALL LIBRARY EMPLOYEES**

All Morley Library Employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of patrons and staff; maintain a positive and pleasant attitude, and be co-operative with co-workers. All employees shall also develop and maintain an awareness of the Library's current operations; adhere to the Library's policies and procedures; be flexible with regards to scheduling; and be in adequate physical condition to fulfill the requirements of the job.

**(Attach a Position Attributes Reference Sheet)**