

WESTLAKE PORTER PUBLIC LIBRARY

JOB DESCRIPTION

JOB TITLE:	Director
JOB CLASSIFICATION:	Executive, Exempt
SALARY:	Determined by the Board of Trustees
REPORTS TO:	Board of Trustees

GENERAL SUMMARY:

The Director is the chief executive officer of the library. Under the general direction of the Library Board, he or she is directly responsible for the administration and management of Westlake Porter Public Library. Responsible for strategic planning, budgeting, fundraising, community relations, and implementation of policies and goals established by the Library Board. Formulates goals and objectives that support the Library's mission and that meet both community and state library standards and laws.

HOURS: Full time (40 hours): Evening and weekend hours required. Must adapt to schedule changes for library needs, community events, and Board or public convenience.

JOB REQUIREMENTS:

Education/Experience

MLS from an ALA-accredited library school or equivalent. At least ten (10) years professional experience, with at least five (5) of those in professional administrative experience. Demonstrated financial and political acumen in a public library.

Knowledge/Skills

- Knowledge of the principles and practices of public libraries
- Broad knowledge of library materials, technologies and methods
- Knowledge of organizational and budget development and administration
- Knowledge of supervisory and employee training and development methods
- Knowledge of state and federal employment rules and regulations
- Knowledge of current library technology and connectivity issues
- Ability to define problems, collect data, establish facts and draw conclusions
- Ability to interpret community interests and needs and develop appropriate library services
- Ability to interpret and apply laws and regulations and develop appropriate policies and procedures for compliance and effective operations
- Ability to communicate and work effectively and tactfully with employees and the public to create a positive workplace environment and to present a positive public image

Working Conditions

Work primarily inside the library. Attends meetings or training sessions outside the library.

SUPERVISES:

All library staff, directly or indirectly. Direct reports include the Assistant Directors, Clerk-Treasurer, Human Resource Manager, Information Technology Manager, Public Relations Associate, and Administrative Assistant. All other members of the staff are supervised indirectly through their direct supervisors—Assistant Directors and Department Managers.

BRIEF JOB DESCRIPTION*BASIC SUMMARY:*

Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons. **This position helps accomplish that mission every day in every way by working in concert with the Board, the staff, and the public to ensure that the library collection, programs, equipment, facility and service at Westlake Porter Public Library are superior.**

DETAILED JOB DUTIES: (Essential duties = 1 - 7)

Uses project management skills to plan, implement, and coordinate complex or multiple-faceted projects. Responsible for strategic planning; financial planning; policy analysis, benchmark studies, etc. Monitors, understands, and analyzes customer needs, wants, and behaviors through observation, surveys and needs assessments, and astute utilization of team and community input and staff talents. Stays abreast of and plans for new library technology and services.

1. PLANNING AND DEVELOPMENT**25%**

Oversees and evaluates the operation of the library through strategic planning every three to five (3-5) years and annual benchmarking and by developing surveys, focus groups, and staff teams to constantly monitor both community and employee needs and interests. Provides for staff and community involvement in strategic planning.

- Develops and implements policies and practices as approved by the Board of Trustees.
- Prepares annual State of the library Report, Benchmark Report, and other strategic planning reports
- Keeps Board and staff informed of trends.
- Develops policies, services and resources to meet the immediate and long-range goals of the library and the community.
- Plans, organizes, implements, and evaluates the entire library's operation independently.
- Analyzes on a continual basis relevant influencing factors, such as the legal, physical and statistical aspects and their effect on the library's operation.

2. CAPITAL IMPROVEMENTS**10%**

Assures maintenance of the Library's physical plant in conformity with OSHA and other guidelines, assuring a safe, comfortable, and healthful environment.

- Makes recommendations to the Board regarding facilities and other capital improvements, as needed.

3. PERSONNEL**15%**

Directs library personnel functions. Maintains adequate staffing levels.

- Oversees all hiring, evaluation and orientation functions.
- Works with Human Resources Manager to provide adequate and appropriate training and continuing education of staff.
- Ensures appropriate and affordable compensation and benefits for library staff.
- Directs the administration of personnel regulations and the review of staff performance, and to approve new staff appointments, promotions and dismissals.
- Directs the administration of a library in-service training program, and to provide for the continuous upgrading of library personnel through the encouragement of continuing education.
- Encourages staff participation in professional societies, associations and activities at all levels.

4. COMMUNITY RELATIONS**25%**

Represents the library to the community through active participation with community organizations, speaking to community groups. Oversees the work of the Public Relations Associate to ensure complete, accurate, and responsible communications with the public and the staff.

- Responsible for the content of the library's annual report and quarterly Notes publication.
- Serves as liaison to the Friends of the Library.
- Serves as liaison to the Chamber of Commerce.
- Serves as chief liaison with other key constituent groups and partner organizations.
- Works cooperatively with both City of Westlake and Westlake City Schools departments and services.

5. FISCAL ISSUES**15%**

Prepares annual and long term budgets and projections, and administers and monitors the expenditure of funds. Oversees fundraising activities.

- Prepares and recommends annual budgets, as well as long-term fiscal plans to the Board of Trustees and presents budget information to the Westlake School Board, the County Budget Commission, the Library staff, and the public.
- Responsible for grant applications and other fundraising activities.
- Approves expenditures, within guidelines of budget approved by the Board.

6. COMMUNICATION AND NETWORKING**10%**

Participates in national, state and local organizations and continuing education activities. Remains active and involved in ALA, OLC, State Library activities, and local groups and cooperatives such as CAMLS.

- Initiates and encourages cooperative services and initiatives among area libraries, that benefit public library services to residents.
- Works toward and cultivates a team-oriented work environment to initiate, maintain, and/or implement effective, efficient, innovative, customer-oriented service to the public and other library staff.
- Models and facilitates positive and communications with co-workers and among departments.
- Understands, performs and conveys the library's role, mission, and values.
- Conveys library activities and policies to staff by holding regular general staff meetings.

7. ADMINISTRATION AND MANAGEMENT**10%**

Facilitates smooth Library Board operations. Works with Board President to develop meeting agendas and Board activities. Liaisons with every Board committee.

- Works with local, regional, state, and federal legislators for library advocacy, funding, and services.
- Directs investigation of new trends in specific library programs and facilitates testing of new techniques, materials and equipment of improvement of the library's operational function.
- Serves as the official representative of the library in all actions that are legally binding upon the library.

WESTLAKE PORTER PUBLIC LIBRARY

PHYSICAL DEMANDS CHECKLIST

Date: 4/21/2015 Job Title: Director

PHYSICAL STRENGTH FACTORS:

Does this job require:

Lifting: [X]Yes []No If Yes, list maximum weight: 50 lbs.

Pushing: [X]Yes []No

Pulling: [X]Yes []No

Carrying: [X]Yes []No

Reaching: [X]Yes []No If Yes, What is maximum reach: in.

Does job require reaching above shoulders? [X]Yes []No

Does job require reaching to floor level? [X]Yes []No

Gripping: [X]Yes []No

PHYSICAL MOBILITY FACTORS:

Throwing []Yes [X]No

Sitting []Yes [X]No

Standing [X]Yes []No

Walking [X]Yes []No

Climbing []Yes [X]No

Stooping/Bending [X]Yes []No

Crouching [X]Yes []No

Kneeling [X]Yes []No

Crawling []Yes [X]No

Twisting [X]Yes []No

Balancing [X]Yes []No

SENSORY/PERCEPTUAL FACTORS:

HEARING:

Conversation [X]Yes []No

Sounds [X]Yes []No

VISION:

Far []Yes [X]No

Near [X]Yes []No

Color [X]Yes []No

Depth [X]Yes []No

PERCEPTION:

Spatial []Yes [X]No

Form [X]Yes []No

Feeling [X]Yes []No

WORK ENVIRONMENT

Inside Work [X]Yes []No

Outside Work []Yes [X]No

Hot/Cold []Yes [X]No

Fumes []Yes [X]No

Traveling [X]Yes []No

Working Alone [X]Yes []No

Working in a Group [X]Yes []No

Interact with Public [X]Yes []No

HAZARDS

Machines []Yes [X]No

Electrical []Yes [X]No

Sharp Tools [X]Yes []No

Slippery Floor []Yes [X]No

Congestion [X]Yes []No

Heat/Cold []Yes [X]No

Dust/Vapor [X]Yes []No

OPERATE:

Equipment [X]Yes []No

Telephone [X]Yes []No

Computer [X]Yes []No

ACCESSIBILITY FACTORS

Doors [X]Yes []No

Aisles [X]Yes []No

Tables [X]Yes []No

Telephone [X]Yes []No

Public Bathrooms [X]Yes []No

Drinking Fountains [X]Yes []No

Parking [X]Yes []No