

## James Memorial Public Library

### Job Description

Job Title: Director

#### Job Summary:

Under general direction of the James Memorial Public Library Board.

Plans, organizes, promotes and directs all activities concerned with the administration of library services.

#### Qualifications:

High school graduate or equivalent. Preference may be given to candidates with further education.

Proficient in computers, the internet, and social media

Two or more years experience in management

Experience in library environment preferred

Ability to comfortably speak in public gatherings

Outgoing personality

#### Duties:

Actively promote the mission of the James Memorial Public Library

Direct and supervise staff members and volunteers to ensure efficient delivery of high quality services

Aggressively seek avenues for funding from all sources

Plan, direct and assist in presentations of library programs

Make decisions in an environment of limited resources and competing claims

Establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general public

Oversee preparation of reports; confer with Library Board on policy and procedures

Submit monthly reports to the Library Board, and submit annual report

Prepare budget with assistance of Library Board Treasurer

Oversee the automated circulation system and office computer system

Provide for in-service training of library staff in library techniques and interpret library policies, procedures and regulations to them

Evaluate employee performance and recommend disciplinary action and salary determinations

Select books and materials for circulation, weed existing collections, and evaluate gift books for addition to library collection

Coordinate the ordering of books and supervise the checking of library materials as received

Answer reference questions, perform reader advisory services, and assist patrons in the selection and location of library materials

Perform all other duties as required by Library Board