

Library Director

Status: Full-time; exempt

Summary of Duties:

Responsibilities to Customers:

- Provides a quality collection which meets the needs of the public
- Seeks and responds to service suggestions from the public
- Envisions and interprets community needs, developing new programs and services for all segments of the community
- Assures that the staff is responsive to the customers and deals with them in a pleasant and professional manner
- Assures that the library environment is pleasant and that the facilities and services meet customer needs and are easy to use
- Resolves complaints from the public, staff, and Library Board

Responsibilities to the Board:

- Recommends policies and advises the Board on operational, fiscal, staffing, and facilities matters
- Meets with the Library Board and its committees to discuss and plan policies, operations and finance recommendations to the full board
- Keeps the Library Board informed on matters of interest and trends in the field of public libraries
- Oversees the collection of data and reports of information about the library for the Board's review
- Works closely with the Board to implement their directives
- Works with the Board President to prepare the agendas for Board meetings
- Assists in the orientation and education of new Board members
- Performs other duties as may be assigned by the Library Board

Fiscal Responsibilities:

- Works with the Fiscal Officer to develop an annual budget and administers expenditures of the funds within those budget constraints
- Works with the fiscal officer to insure that financial reports are accurate, timely and complete
- Develops a long range financial plan for the library
- Advises designated committees of the Library Board on financial matters as needed
- Makes sure that the library follows the Ohio Revised Code in all matters and that the library remains financially sound

Collection and Services Responsibilities:

- Assures that the materials selected and the services provided meet the needs of the customers and represent a judicious expenditure of funds
- Approves the selection of all library materials, equipment, and services
- Oversees the development, implementation, and evaluation of library programs and services

Library Director Job Posting

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Staffing Responsibilities:

- Analyses staffing requirements
- Selects candidates to fill professional positions
- Supervises the selection, training and evaluation of all staff.
- Works closely with managers and supervisors in interpreting library policies
- Assures that personnel are properly trained and promotes individual staff development
- Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained
- Advises the Board of recommendations for promotion and salary adjustments
- Advises the Board of disciplinary and possible dismissal actions
- Administers wages and benefits according to policies approved by the Board

Facilities Responsibilities:

- Assures that the physical facilities, grounds and equipment are properly maintained, updated and safe for patrons and staff
- Develops and evaluates plans for effective allocation and utilization of building space to meet the changing needs of the library
- Negotiates contracts with vendors for necessary services

Community Relations Responsibilities:

- Maintains contacts with city, school and legislative officials to assure that good relations and communications are always maintained
- Effectively communicates the library's services, resources, and programs to the community
- Represents the library in the community and at governmental organizational and professional meetings and activities
- Serves as the library's liaison and representative with professional, community, business, civic, and government groups and organizations
- Keeps the public informed about library services and activities

Professional Responsibilities:

- Presents and promotes a professional atmosphere both in and out of the library
- Represents the library through participation in professional library organizations
- Works with other library directors, agencies, groups, and organizations to develop and promote cooperation in the delivery of library services
- Keeps apprised of current trends

Knowledge, Skills and Abilities:

- ALA-accredited MLIS preferred
- Progressively responsible professional library experience including five years of supervisory experience.
- Diversified library background, which includes experience in public service, personnel management, automation and electronic resources.
- Membership and participation in professional organizations required.
- Excellent oral and written communication and organizational skills.
- Thorough knowledge of current library practices and technologies including automation systems and the internet.
- Ability to relate positively with the public.
- Demonstrated ability to interact productively with members of the library team in problem solving, work flow analysis and decision making.
- Experience in resolving issues in an environment supportive of change.
- Ability to exercise discretion and sound judgment.
- Ability to work days, evenings and weekends as required.
- Effective interpersonal skills
- Competent in the use of Windows-based computer programs
- Ability to communicate verbally and in writing in English
- Valid Ohio drivers license and proof of insurance required

Hours:

Full-time

Salary:

\$ 90,000 – 110,000/annually dependent upon education and experience

~ Refer to Page 4 for information regarding how to apply for this position ~

UPPER ARLINGTON PUBLIC LIBRARY DIRECTOR

The Board of Trustees of the Upper Arlington Public Library seeks an energetic, customer-focused leader who brings the courage to implement change with an equal respect for tradition. Successful applicants will be creative and outgoing, and will possess fresh and innovative approaches for managing this two branch system.

The UAPL serves a community rich in history and community pride. The City of Upper Arlington has a population of 34,000 with strong support for its schools and library. The Ohio State University and Battelle Institute are important neighbors to the community.

The Upper Arlington Public Library offers a wealth of resources for all ages, and serves as a popular community gathering place. In 2011, the library circulated over 2 million items from their 450,000 item collection. The library has a staff of 65 FTEs, an annual budget of \$5.5 million, and a main library and two branches that encompass 65,500 square feet.

The Library Director is a highly visible member of the community and is the Upper Arlington Public Library's representative to the county, community, the staff, and to the Library Board of Trustees. This position requires a dynamic seasoned manager who will lead and inspire a full service customer-focused organization.

The salary range is \$90,000 - \$110,000, dependent on education and experience; an MLIS degree is preferred. Applications received prior to March 15 will be given priority consideration.

The UAPL believes that inherent in a successful library is a high functioning organizational team. Candidates for this position should include a resume, three letters of reference and an essay of 2 - 3 pages that describes the most exciting new service you implemented in your library. Please include information that would help us understand your approach to consensus building, communication and managing change as it related to your library team.

Applications should be sent to:

lmurray@olc.org

or

Ohio Library Council - UAPL Director Search
1100 Schrock Road Suite 410
Columbus, Ohio 43229