

JOB DESCRIPTION

LIBRARY DIRECTOR *Lowell Public Library*

Role of Library Director: Working through the Board, staff, and community, assure that the library provides the greatest level of appropriate services, with the highest level of efficiency, within the resources available.

QUALIFICATIONS:

- MLS from an ALA accredited program
- **Must have experience preparing the annual budget from beginning thru adoption**
- **Must be qualified to hold a Librarian Certificate 1 or 2 as determined by the State of Indiana**
- Five years of library experience with increasing responsibility
- Business management skills
- Leadership characteristics
- Strong oral and written communications skills
- Ability to plan, organize, direct, and influence the activities within the library
- Acuity for close and distant vision and the ability to focus
- Strong computer skills
- Strong interpersonal skills
- Means to attend meetings off site, when required

-THOSE NOT MEETING THE QUALIFICATIONS ABOVE NEED NOT APPLY-

SPECIFIC RESPONSIBILITIES

Board Related

- Support and implement the policies of the board.
- Assist in the governance of the library by informing the Board of the status of the library and recommend policy direction.
- Prepare and present in February of each year an annual report to the Board on the "State of the Library" identifying achievements and areas of concern.
- Attend regular and special library board meetings; and attend executive meetings upon request.
- Other duties as assigned or directed by the board of Trustees.

Community

- Respond appropriately to individual and group concerns relating to library issues.

- Represent the library in public relations and community affairs.

Staff and Personnel

- Provide and promote a positive working environment.
- Recommend individuals for hiring.
- Manage staff resources.
- Plan and implement appropriate staff development activities.
- Supervise, direct, and discipline the staff.
- Evaluate department heads.
- Attend, conduct and report on regular staff meetings.

Program Leadership

- Provide leadership to achieve an annual review and update of the long range plan.
- Plan programs and operations to support the long range plan.
- Visit and supervise the branch operations at least monthly.

Business and Finance

- Prepare the annual budget reflecting board policies with the involvement of the staff for review and approval by the board.
- Manage the finances of the library.
- Oversee the assets of the library.
- Represent the library in business negotiations.
- Research the availability of and apply for appropriate grants in accordance with the board policies.

More information will soon be posted on our website

<http://www.lowellpl.lib.in.us/index.htm>.

The application, educational transcripts and a resume can be sent via email to smorgan@lowellpl.lib.in.us, by fax to 219-696-5280 or mail to Lowell Public Library 1505 E. Commercial Ave., Lowell, IN 46356, attention Sandy Morgan. Applications will be accepted until the position has been filled. For further questions call Sandy Morgan at 219-696-7704.