



## Job Description

**JOB TITLE:** Library Director

**REPORTING RELATIONSHIPS:** City Manager

### **SUMMARY OF FUNCTION**

Highly responsible administrative work involving the direction of a broad range of public library functions. Accountable for the management of a municipal library collection and for the provision of library services to the public. Duties include policy recommendation, departmental planning and direction and administration of library activities.

### **GENERAL RESPONSIBILITIES**

- Evaluates and administers library programs such as circulation, reference, reader's advisory services, children's services, adult services, community services, and public information.
- Acts as staff liaison to the Library Board by assisting with meetings, preparing reports, and implementing suggested approved policy changes/improvements.
- Prepares the annual departmental budget. Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs and assists in coordinating interlibrary program efforts.
- Confers with the general public to provide information and to resolve problems and complaints.
- Directs the training of library staff in technical and administrative library skills. Participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.
- Represents the library on regional and state committees and serves as the authority on library issues.
- Oversees the collection and accounting of fees and charges.
- Attends City Council meetings as required.
- Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment.
- Participates in the planning, organization, and management of technical and automation services for the library.
- Directs a public relations program to promote and publicize the library's collections, services, and programs within the community.
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award.

- Prepares and maintains annual state library reports and records.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services.
- Develops, implements, and evaluates long and short term departmental goals and objectives.
- Ensures the maintenance of library building equipment, and furnishings.
- Performs other duties and special projects, as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES**

- Considerable knowledge of the principles, methods and practices of professional library administration.
- Use critical thinking to effectively make decisions in an environment of limited resources.
- Strong written and verbal communication skills.
- Ability to establish and maintain satisfactory relations with other employees through a high level of contact.
- Exceptional time management skills.
- Ability to lift and/or move up to 20 pounds.
- Ability to reach with hands and arms, stand, walk, kneel, crouch, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls, see and hear.
- Ability to develop data and recommendations influencing policy.
- Ability to operate computers with proficiency using library software, word processing, and the Internet.

### **EDUCATION AND EXPERIENCE**

- A bachelor's degree and Master's degree in library science from an accredited college or university.
- A minimum of 5 years increasing responsibility in professional library work.
- Must be able to obtain a State of Michigan Professional Librarian certificate.

**SALARY RANGE:** \$60K- 75K annual salary with benefits (DOQ)

**NOTE:** This job description is intended to indicate the general nature of responsibilities typically assigned to the job. The description is not necessarily exhaustive or intended to limit the supervisor's right to modify assignments as necessary.

*The City of Oak Park does not discriminate in its employment or any other programs or activities on the basis of race, religion, color, creed, national origin, ancestry, ethnicity, gender, economic status, age, marital status, sexual orientation or disability. We provide reasonable accommodation for qualified individuals with a disability, if requested. Notification of the need for accommodation must be made at the time of application.*

### **TO APPLY:**

The City of Oak Park Human Resources Department only accepts electronic submissions. Please download and complete an application at [www.oakparkmi.gov](http://www.oakparkmi.gov). Completed **City of Employment Application forms**, resumes and other pertinent data must be sent in PDF format to [hrrassistant@oakparkmi.gov](mailto:hrrassistant@oakparkmi.gov)