



Library Director Job Description

Lake Region Public Library
Equal Opportunity Employer

Job Title: Library Director
Reports To: Library Board
Salary: \$53,160.00 - \$60,948.00

Department: Public Library
FLSA Status: Exempt
Status: Regular, full-time

TO APPLY

Send a cover letter, resume, and three references to Maddie Sharpe, Lake Region Public Library Director, at maddie@lrpubliclibrary.org. First screenings will begin Friday, July 4 with interviews being offered beginning Monday, July 7. The position is open until filled.

SCOPE OF THE POSITION

Library Director, under the supervision of the Lake Region Public Library Board of Directors, is responsible for overseeing all aspects of library operations to efficiently and effectively serve the needs of the Devils Lake and Ramsey County (Lake Region) communities. The Lake Region Public Library is seeking a creative candidate with strong communication, supervisory, technical, and budgetary skills who will lead the Lake Region Public Library in its service to the community.

QUALIFICATIONS

- A Master of Library Science (MLS) from an ALA-Accredited institution is preferred; however, a master's degree or bachelor's degree in a related or appropriate field will be considered.
- Must possess a valid driver's license and be able to pass a background check.

PREFERRED QUALIFICATIONS

Prior public, academic, school, or tribal library work experience preferred. Evidence of continued interest in the field of library work. One year of supervisory experience preferred.

ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A. Board Relations

- Work with the Library Board to establish a long-range plan that aligns the library's mission, goals, and objects with community needs.
- Formulate and recommend policies to the Library Board; implement and execute library policies and supervise the development of procedures.



- Prepare library board meeting agendas, necessary reports, and other documents in cooperation with board president and notify board members, press, and public of said board meetings. Maintain a record of procedures and business that is readily accessible to board members.
- Submit an annual operational budget to Library Board for review, discussion, and approval.
- Explore with library board new revenue sources and collaborations with other organizations.
- Serve as ex-officio chief consultant to library board in regard to library programs and services; recommend to the board, as necessary, the adoption of new programs and technologies, and report regularly on their success and impact.
- Orient new board members and serve as a resource for board member activities.

B. Professional Leadership

- Oversee the library's collection development plan for adult, teen, and children's collections and supervise the selection, purchase, and withdrawal of library materials according to that plan.
- Attend meetings, conferences, and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge of current trends in public library operations and technology.

C. Community Involvement and Development

- Relate library objectives to community needs and represent the library on community boards and committees. Maintain close liaisons with city and county officials, community leaders, and civic groups to inform them of library needs and concerns.
- Work closely with the Lake Region Public Library Foundation, serving as ex-officio, non-voting chief consulting officer on the Board and recording secretary.
- Work in conjunction with the library board as needed for the creation, implementation, and execution of fundraising through capital and endowment campaigns, grant support, and any other public or private fundraising.
- Keep the public well informed of the library's activities, accomplishments, and challenges. Prepare press releases and make presentations to community groups upon request.

D. Organization Administration

- Oversee and direct the supervision of the daily operation and activities of the Lake Region Public Library.
- Develop staff job descriptions; recommend and administer personnel policies. Ensure that staff performance evaluations are completed on a regular schedule.
- Recruit, hire, evaluate, and discipline library staff in conformity with state and federal regulations and library personnel policies.
- Develop and oversee a staff professional development/training plan.



- Work to promote high staff morale. Encourage clear and open staff communication. Serve as liaison to staff in reporting board-related information, decisions, and actions.

E. Fiscal Management

- Develop the annual library capital budget proposal for review by the library board.
- Administer approved budget. Expends funds within established guidelines. Provide regular report of financial accounts to the library board. Prepare and provide other reports in accordance with city, county, state, and/or federal regulations.
- Incorporate library mission and strategic plan as basis for financial planning.

F. Facilities Management

- Oversee care and maintenance of library building and grounds.
- Regularly review building needs and advise library board in its planning for future expansion or development.
- Assess the adequacy of existing facility in regard to the provision of automated services.
- Assess and ensure the accessibility and sustainability of library facility.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have knowledge in the following areas:

- Competence in current library technologies
- Selection and organization of library materials
- Reference and information services
- Library administration, budgeting, and management of personnel
- Applicable bylaws and procedures

Must demonstrate the following skills:

- Leadership/supervisory ability and decision-making skills
- Analytical and problem-solving skills
- Effective verbal and listening communication skills
- Math proficiency
- Computer skills such as typing, email, processing software, etc.
- Effective public relations and public speaking skills
- Time management skills
- Excellent communication with school-aged children

Must demonstrate the following attributes:

- Maintain standards of conduct
- Be respectful and professional
- Possess cultural awareness and sensitivity
- Be flexible, hard-working, and detail-oriented
- Able to handle a frequently fast-paced position with numerous interruptions
- Demonstrate sound work ethics
- Excellent command of the English language
- Excellent interpersonal skills



PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is required to:

- Endure extended periods of physical activity, which includes but is not limited to sitting, standing, mobility, stretching, pushing, pulling, kneeling, bending, and stooping.
- Exhibit physical stamina to rearrange furniture and set up and put away program materials, as well as push and pull loaded book carts and other library equipment and materials.
- Endure extended periods of talking and hearing, as well as keyboarding.

Employee must have reliable transport to work and work-related meetings, workshops, conferences, etc.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. Hazards are minor and controllable, but may include exposure to human error and angry/hostile people. Position will involve evening and weekend hours.

This description is not intended as a complete list of duties, skills, and responsibilities or working conditions associated with the position. It is intended as a reasonable outline of principle job elements essential to meeting the performance standards of this position.