

## Job Description

### LIBRARY DIRECTOR

- ❖ Plan and evaluate library services to meet community needs
- ❖ Manage library staff
  - Coordinate work of library functions in all departments, Adult, Teen and Children's, including Technical Services, Circulation and Administration
  - Oversee Branch and main operational activities (scheduling, technology, cataloging, statistics, building, comfort and safety)
  - Ensure proper training for all staff
  - Communicate and enforce all policies
  - Hire part-time staff and pages (except janitors)
  - Review and recommend applicants for professional, full-time and janitor positions
- ❖ Prepare the library budget with finance committee
- ❖ Understand patron needs and preferences for information which build and drive the selection of resources and services
- ❖ Participate in the creation of library policy and procedures with the Personnel Committee
- ❖ Promote literacy, intellectual freedom and equal access to information
- ❖ Create and develop partnerships with community organizations and agencies in order to deliver public programs, displays and services
- ❖ Coordinate library's technology functions with eiNetwork
- ❖ Monitor library building to insure physical plant meets library needs
- ❖ Coordinate fundraising and library development
- ❖ Apply for grants
- ❖ Cooperate with other libraries to improve library service in the county
- ❖ Represent the library's interests at community meetings, Friends of the Library meetings, eiNetwork meetings, and Allegheny County Library Association meetings
- ❖ Prepare reports and attend all library board meetings
- ❖ Prepare reports for county library association, and state library

### EDUCATION and EXPERIENCE

- ❖ Master's degree in Library & Information Science from an ALA accredited school
- ❖ Two years' experience working in a library required, including managerial Experience.