BASIC LIBRARY DIRECTOR DUTIES AND RESPONSIBILITIES

1. The Library Director must be certified by successfully completing Basic Skills courses and earning a total of 45 continuing education credits. (Basic Skills courses are not required for a hired Director with a master's degree in library science). Certification will be renewed every three years upon earning 45 CE credits during the recertification period.

2. The Library Director carries out present policies of the Library Board, attends all Board meetings as technical advisor to the Board, recommends possible changes in policy and calls the attention of the Library Board to any questions, problems, or areas of concern with which the Board might be helpful.

3. The Library Director will be responsible for the daily operation of the library and all its services, ensuring that all building equipment (i.e security cameras, automatic lights, wireless networks, sprinkler system, HVAC system) is functioning, and will oversee proper physical maintenance and appearance of the library.

4. The Library Director recommends the employment of necessary staff and assigns duties to them. Supervision, training, and scheduling of such staff is the responsibility of the Director.

5. The Library Director prepares, submits, and maintains all reports as required by the State and local government, and Library Board.

6. The Library Director understands local and state laws pertaining to libraries and personnel and actively supports library legislation at state and national levels.

7. The Library Director affiliates with state, national and regional professional organizations and attends as many organization meetings, workshops, and training as possible.

8. The Library Director maintains financial records of all purchases, expenditures, and revenue and presents an expense report at each Board meeting. The Library Director submits an expense report and invoices monthly to the city clerk for payment.

9. The Library Director is responsible for and oversees the selection of library materials and the inventory of the library collection.

10. The Library Director promotes good public relations to increase public awareness of library services through marketing and social media, and maintains the library website. The Library Director is an advocate for the library.

11. The Library Director is responsible for facilitating library related activities, events and programs, as well as outreach when needed.

12. The Library Director is the facilitator for the Lied Auditorium, scheduling private functions and events, processing rental agreements and overseeing auditorium policies.

13. The Library Director vigilantly pursues grant opportunities and applies for those appropriate for funding of library needs.