[Library Logo]

Library Director

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| Job Title: Library Director |
| Reports to: [Library] Board of Trustees |
| FLSA: Exempt – Administrative/Professional |
| Date: 00/0000 |

**Primary Summary:** Under the direction of the Board of Trustees, the Director serves as CEO of the [LIBRARY NAME]. The Director is responsible for the successful operation and initiatives of the Library. This position implements Board policy, working within the guidelines of New York State Education law, Commissioner’s Regulations, and the [LIBRARY NAME] Long-Range Plan. The Director oversees day-to-day management and operations of the [LIBRARY NAME]

**Essential Duties**

1. Hires and supervises all staff either directly or indirectly and coordinates their work; oversees and/or conducts staff performance evaluations.
2. Directs the planning and organization of all programs and services for the Library and evaluates the effectiveness of programs and services.
3. Establishes and maintains effective working relationships with community organizations.
4. Supervises the preparation and administration of the annual budget and oversees the fiscal management of the Library.
5. Serves as consultant to the Board and meets with the full Board and committees; prepares Board meeting agendas and oversees preparation of Board meeting packet.
6. Keeps informed of developments in the field through active participation in professional meetings and conferences, professional journals, and staff interaction.
7. Performs other duties as assigned.

**Required Skills, Knowledge, and Abilities**

* Ability to speak and write effectively to a broad range of audiences.
* Ability to maintain and administer an effective and efficient staff in a positive work environment.
* Ability to budget and plan for short-term projects and long-term goals.
* Ability to respond promptly and appropriately to patron and staff requests.
* Experience with and knowledge of all aspects of public library administration.
* Willing to work evening and weekend hours and travel to meetings as necessary; valid driver’s license required.

**Education and Experience**

* [LIBRARY EDUCATION AND EXPERIENCE REQUIREMENTS]

