

**Barclay Library  
Library Director  
Job Description**

This is a highly responsible administrative position involving the direction of a broad range of public library functions. The ability to work effectively with a Board of Trustees, as well as the public, is essential.

***Primary Function***

Under the direction of the Library Board of Trustees, the library director develops, administers, supervises and coordinates the work of the Library and staff. The library director performs managerial duties related to personnel, budget, collection development, building maintenance and library operations and services in conformity with the policies established by the Board of Trustees and the Illinois State Library. The position requires that the director have thorough knowledge, skill and ability in every phase of the public library field.

***Supervision Received***

Works under the general supervision of the Barclay Public Library Board of Trustees

***Supervision Exercised***

Directly supervises all employees

***Hours of Work and Compensation***

Salaried, Full Time. Salary commensurate with education and experience.

***Duties include:***

Library Services and Operation

- Oversees the daily operations of the library, including reference, reader's advisory, circulation, programs, volunteers, community outreach and relations, staff training and development, collection development in accordance with adopted library policies and the long-range plan
- Oversees the utilization and maintenance of the library's physical plant; develops a schedule for repairs and maintenance of equipment and grounds
- Oversees the continual development of the Library's website and other public relations services
- Oversees the development of the library collection, including the selection and de-selection of library materials
- Supervises the cataloging, classifying and processing of materials
- Prepares budget and program recommendations
- Directs and controls the expenditure of library funds within the approved budget
- Oversees collecting and accounting of fees and charges
- Oversees library correspondence and record keeping, including preparation of monthly and annual reports to the Board and annual reports to the state and public
- Prepares grant proposals and reports
- Attends Board and committee meetings

- Works with Board to develop and evaluate library needs and services in determining the library's long-range plan
- Sets near and long-term goals and objectives for the library
- Evaluates the effectiveness of library programs and services
- Analyzes and evaluates the library's growth against state and national standards
- Maintains good working relations with the Library System, State agencies, other public libraries and community groups
- Performs routine library duties as needed

***Community Relations and Customer Service***

- Supervises the preparation of bibliographies, newsletters and other printed materials
- Plans, organizes and directs library activities and public relations
- Fosters a good working relationship with the school district
- Acts as liaison between the Warrensburg and Harristown Library Boards, the Friends of the Library and other community groups
- Advocate for the Library and cultivate community partnerships through active involvement in community events and organizations
- Coordinates all press releases and media comments
- Speaks before local groups and organizations when requested
- Oversees the provision of reference and reader's advisory services to all patrons
- Plans, implements and evaluates library services
- Works with Board in planning and promoting planned giving and fundraising projects

***Personnel Management***

- Oversees the recruitment, training, performance management and retention of library personnel
- Affiliates with state and national professional organizations
- Attends professional conferences, workshops and meetings
- Encourages continuing education of library staff

***Knowledge, Skills and Abilities Required***

- Thorough knowledge of the principles and practices of public library administration and functions
- Proficient oral and written communication skills
- Ability to establish and maintain effective working relationships with supervisors, subordinates, associates, officials of other agencies and the general public
- Ability to analyze and effectively solve problem situations
- Ability to analyze and interpret data and develop recommendations influencing policy
- Proficiency with computers essential, as well as knowledge of computer operating systems, hardware and software products. Must stay abreast with changes in technology

***Qualifications***

A Master's Degree from an accredited MLS program and a minimum of 3 years of progressively responsible library experience, including supervision, OR an equivalent combination of education and experience is required.

***Physical Requirements***

- Ability to speak English and to hear
- Physical ability to stand, walk, bend, stoop. Occasionally required to climb, balance, kneel, crouch and crawl.
- Ability to lift and move up to 25 pounds
- Vision requirements include close and distance vision, as well as color and peripheral vision
- Ability to type, and capacity for manual dexterity of hands and arms

***Accommodations***

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

***Work Environment***

- Generally quiet, typical indoor library/office environment with occasional exposure to outside weather conditions
- Operation of computers and other office equipment is required
- Occasional attendance at meetings off-site is required

***Evaluation***

The Library Director is evaluated annually by the Board of Trustees.