

**TITLE:**

Director

**PRIMARY FUNCTION:**

Responsible for directing and coordinating all activities of the library. Supervise library staff in providing quality services to the public.

**MAJOR RESPONSIBILITIES:**

1. Interacts regularly with the public, in person and via telephone, while performing circulation-related transactions and responding to requests.
2. Registers patrons according to established library policies.
3. Inputs and maintains patron data files' making certain all information is correct.
4. Informs public of Library Policies and Procedures in person and over the telephone.
5. Communicates with library patrons at the circulation desk to receive fines, fees, and update patron records.
6. Helps locate specific library materials to meet patrons' requests by searching shelves, using database or other sources.
7. Receives, responds to and/or refers incoming telephone requests from the public.
8. Prepares budget estimates and controls expenditures of approved budget for the Library.
9. Aids in training of personnel and evaluates personnel performance.
10. Plans and directs a comprehensive program of library services.
11. Submits recommendations on policies to the Library Board.
12. Reviews and evaluates orders for all materials in the Library.
13. Publicizes library services and activities.
14. Provides public relations services.
15. Examines and selects materials to be repaired, replaced, or discarded
16. Catalogs and process all library materials added to the collection.
17. Controls implementation of automated circulation and cataloging system.
18. Maintain records and prepares required and special reports for the City Council, The Library Board and The State Library

19. Develops and schedules programs for summer reading.
20. Attend workshops and conferences that pertain to Library and Library services.
21. Directs overall maintenance of building and grounds.
22. Maintains all equipment in the Library, keeps computers up to date and in good working order.
23. Deals with problems that arise with the public.
24. Keeps invoices paid and balance checking accounts.
25. Manage interlibrary loan services.
26. Manages electronic sources provided by the Library to patrons.
27. Other duties as they arise.

Signature \_\_\_\_\_

Date \_\_\_\_\_