

# Mount Carroll District Library

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## **Library Director**

### Job Description

- Plans, manages, and directs the operations, programs, services, and personnel of the Mount Carroll District Library.
- Benefits include paid time off, typical paid holidays, and IMRF pension plan.
- Starting salary is \$32,000 per year

Primary duties and responsibilities may include, but are not limited to, the following:

- Oversees and directs the Library's operations including public services, technology, administration, and facilities management.
- Ensures the delivery of high quality library programs and services to the community.
- Works in conjunction with the Public Library Board to develop and maintain short and long term plans for the Library.
- Serves as a staff representative to the Board and prepares agendas and discussion items for scheduled Board meetings; prepares and presents staff reports and other correspondence.
- Manages the development and implementation of Library goals, objectives, priorities, policies, and procedures; ensures Board objectives are integrated into Library policies and goals.
- Directs and participates in the development and administration of the annual capital, operating, and other assigned budgets; monitors and authorizes expenditure.
- Evaluates, determines, and requests additional funds necessary for staffing, equipment, materials, and supplies; develops and schedules equipment purchases and replacements.
- Hires, trains, supervises, and monitors the performance of assigned personnel.
- Oversees the maintenance of the Library's collection; develops policies in relation to the selection and purchase of all library materials.
- Serves as a representative of the Library and coordinates with other outside agencies, community organizations, and the media.
- Interprets and explains Library policies, procedures, and programs to the public.
- Responds to inquiries involving library related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.
- Directs, attends, and participates in a variety of meetings, workshops, seminars, and conferences; serves on committees as assigned.
- Stays abreast of new trends and innovations in the field of public library management.
- Performs other duties as assigned or required.

*Reviewed and Adopted May 8, 2019*