

LIBRARY DIRECTOR JOB DESCRIPTION AND DUTIES:

Areas of Responsibility

1. Implement the policies of the Board and the City.
2. Represent the library in negotiations, public relations, and other public events.
3. Supervise, and educate (including software training) volunteers.
4. Assist the Board and the City in evaluation process of the Library.
5. Operate within the approved library budget.
6. Compile monthly reports for board meetings.

Specific Duties:

1. Remain current and knowledgeable about library operations.
2. Keep current non-fiction, fiction, reference, children, and young adult collections.
3. Be sure all technical equipment and programs are operating properly.
4. Order materials and supplies within the budget.
5. Have the library open for patrons per scheduled hours, analyze their needs and provide information they need.
6. Help patrons to efficiently search for information using the library's resources.
7. Check in and out books. Sign up new memberships, issue library cards.
8. Follow up on all overdue books, by e-mail or phone.
9. Collect any fees from overdue books, faxing, copies, computer use and purchases of books.
10. Keep books neat, in repair, and in order.
11. Weed and purge library materials as needed.
12. Maintain circulation files, records and statistics.
13. Catalog new and donated books by classifying them per subject matter using Library software (currently APOLLO).
14. Promote library activities (i.e. story hours, reading programs, adult book discussion group, computer classes).
15. Maintain attractive displays throughout the library.
16. Keep webpage updated.
17. Market the library through: social media, web page, newspapers, schools, churches, community events and library programs.
18. Check on perspective grants that are offered and submit if possible.
19. Make use of services and consultants of other state libraries.
20. Keep the library neat and clean.

Personal Attributes:

The Library Director, when performing her duties, must maintain strict confidentiality.

The Library Director must demonstrate the following attributes:

- Be honest, trustworthy, and respectful.
- Possess cultural awareness and sensitivity.
- Be flexible, and demonstrate sound work ethics.

VOLUNTEER POLICY

- 1. The Donnelly City Library is committed to the utilization of all available resources to further its goals. It has been demonstrated that volunteers can enrich library services and inform the public about services.**
- 2. The Library Director is responsible for interviewing, selecting and terminating volunteers.**
- 3. Each volunteer will be made aware of the library's rules and expectations.**
- 4. Volunteer applicants will be asked to complete an application.**
- 5. Volunteers who do not adhere to the rules and procedures of the library or fail to satisfactorily perform their volunteer assignments are subject to dismissal.**
- 6. The Board and City, once a year, will recognize the work performed by volunteers. The degree of recognition may be tied to the number of hours volunteered.**