

# Malvern Public Library Director Job Description

## **Employment Package:**

- \$15/hr for qualified candidate having high school diploma
- \$17/hr for qualified candidate having college degree
- Full Time: 40 Hours/week
- Benefits: Paid sick leave, paid vacation, holidays, health insurance

## **Requirements:**

- Thorough knowledge of modern public library administration, organization procedures, policies, and services (including full knowledge of library clerk and children's librarian positions).
- Ability to plan, direct, and coordinate the work of subordinates in a variety of library services and maintenance activities.
- Sense of the importance of good public relations and the faculty to deal with the public.
- Willingness to train and keep up-to-date on library principles and information
- Keyboard and computer proficiency, as well as audio-visual equipment skills.
- Minimum education of high school diploma or GED equivalent with progressively responsible experience in maintaining a library shelving system and working at a circulation desk, or any equivalent combination of training and experience which provides the required knowledge.
- Willingness to meet ILA certification standards within 18-24 months of appointment to position.

## **Chief Duties and Responsibilities**

### ***Governance and planning***

1. Report to the library board of trustees and carry out all policies and duties established by the board.
2. Oversee on-going building maintenance; recommend repairs, alterations, additions, etc.
3. Develop new, and improve existing library services and programs.
4. Maintain communication with and accountability to funding and administrative bodies.
5. Assess community needs and use results in long-range planning.
6. Know local, state, and federal laws that affect the library field.
7. Monitor and respond to trends and developments, including use of appropriate technology, in all library functions.
8. Attend professional meetings and workshops; affiliate with professional library organizations.
9. Uphold the ideals of intellectual freedom.
10. Monitor requirements for state accreditation and plan accordingly so that library may remain accredited.

### ***Personnel***

1. Recruit, select, train, schedule, supervise, and evaluate personnel.
2. Encourage and develop positive staff relationships.
3. Demonstrate high professional standards and uphold similar expectations for all library employees.

### ***Fiscal Management***

1. Prepare an annual budget in consultation with board of trustees.
2. Supervise the spending of the library budget.
3. Give a current report of expenditures against the budget at each board meeting.
4. Record library receipts.
5. Prepare annual report required by state and regional libraries.

### ***Technical***

1. Supervise selection and withdrawal of all material equipment in accordance with the written books and material policy.
2. Supervise the cataloging and processing of all materials.

3. Analyze reference requests and design search strategies for locating information for specific requests.
4. Coordinate the library's participation in networks and statewide programs such as Open Access and Access Plus.
5. Perform general circulation tasks, as staff schedule requires.
6. Maintain, backup, and administer current computer systems and keep current on new developments in technology.

***Public Relations***

1. Serve as liaison with Friends of the Library group.
2. Write and approve monthly news for the media as needed~
3. Speak as requested to groups about library services.
4. Create materials displays.
5. Receive and handle complaints.