

# LIBRARY DIRECTOR JOB DESCRIPTION

JOB TITLE: Wellsville City Library Director

**SUPERVISED BY:**

- The Wellsville City Library Board of Trustees directly supervises The Library Director.

**OVERVIEW OF JOB:**

- The Library Director is responsible for carrying out the policies of the Library Board, supervising of the following: library personnel, the general library operation, and service to the public.
- The Library director is a working, but not voting, member of the Library Board.

**ESSENTIAL DUTIES:**

- The Library Director should attend all the Library Board meetings, except when the Library Director's salary or reappointment is being discussed.
- The Library Director will cooperate with the budget committee in preparation of the annual budget for approval of the board.
- The Library Director is expected to attend professional meetings and workshops offered by NEKLS. When the workshop is held during the hours the Library is open, the Library Director will be expected to attend without additional compensation from the board. In all cases, mileage will be reimbursed at the current mileage rate. When the workshop is held during hours the Library is open, the Library will pay for a substitute librarian.
- The Library Director shall make recommendations to the board regarding the hiring and firing of all personnel.
- The Library Director has full authority for supervising all employees, including contract labor, evaluations, and the training of new staff members.
- The Library Director is in charge of the selecting and discarding of all library materials, and is responsible for the overall collection development.
- The Library Director supervises the maintenance and repair of the physical facility.

**MARGINAL DUTIES:**

- The Library Director is responsible for supervising the processing of materials after being checked in.
- The Library Director shall maintain circulation records.

**QUALIFICATIONS:**

- The Library Director must have a High School diploma.
- The Library Director shall possess a general knowledge of all phases of public library service, and the ability to learn additional skills, and improve performance on the job.
- The Library Director shall be able to work well with people, and be able to take directions and constructive criticism, as well as possessing resourcefulness, a sense of humor, and a well-groomed appearance.
- The Library Director must have a desire to serve the public in a friendly, comfortable environment, and have a good rapport with all ages.
- The Library Director must be able to perform the duties of this job with or without

- The Librarian's Assistant shall have some knowledge of computers and be competent in using them.
- reasonable accommodations.
- The Library Director, if appointed after Jan. 1, 2012, will complete the A.P.P.L.E. training program within one year after appointment, subject to space availability.