

# Harper Woods Public Library

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## **Director**

**Classification:** Full-time, Salary, Exempt, At-will Employment

**Hours:** Typically 37.5 hours per week

**Scheduling:** Includes weekdays and some evenings and weekends

Work shifts are typically 8 hours including a ½ hour of unpaid meal time

### **Position Summary**

The director is responsible for the administration of the library and develops short- and long-range plans for the entire organization. He or she makes general policy and budget recommendations and serves on the library committees that propose these actions to the Board of Trustees. The director's authority and powers are derived from the Board of Trustees, which in turn guides the director in making major decisions and monitors his or her overall job performance.

The director submits regular reports to the Board to keep it informed on the general condition of the facility, library programs, community collaborations, the activities of local and state library organizations, and governmental, legislative and legal actions that may affect the organization.

In addition, the director performs administrative duties, oversees public relations activities, formulates the technology plan, writes reports and grants and administers established policies. He or she also supervises the actions of the staff, guides the staff's professional development and directs the formation of library programs, services and collections.

The director serves as the library's primary liaison to the city administration, community organizations, schools, library cooperative and other regional and state library associations.

### **Responsibilities**

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| <ul style="list-style-type: none"><li>Specifically in the Area of Administration: Acts as the de facto Head of Human Resources for the city in library-specific matters (payroll, vacation, sick &amp; personal time requests, petty cash &amp; mileage allotments, facility issues, patron &amp; staff health concerns)</li></ul> | <ul style="list-style-type: none"><li>Responsible for the selection, training, discipline and termination of library personnel</li></ul>                                                   |
| <ul style="list-style-type: none"><li>Approves all invoices &amp; check requests for payment by the city</li></ul>                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>Pursues appropriate granting opportunities and either authors or approves the writing of grant requests</li></ul>                                    |
| <ul style="list-style-type: none"><li>Oversees the general public relations pieces produced by the staff and the publication of these items in electronic or written form</li></ul>                                                                                                                                                | <ul style="list-style-type: none"><li>Acts as the library's primary spokesperson to the community and the media</li></ul>                                                                  |
| <ul style="list-style-type: none"><li>Liaison with the Friends of the Library</li></ul>                                                                                                                                                                                                                                            | <ul style="list-style-type: none"><li>Manages patron concerns; is responsible for disciplinary actions regarding patrons who violate library policy or state or local ordinances</li></ul> |

- Writes and gathers report information for regular and special reports to the Board
- Develops and maintains library operation and policy manuals
- Ensures that the professional certifications of the staff are compliant with state standards; promotes the professional development of the entire staff
- Represents the library at the Suburban Library Cooperative director's council and other appropriate committees
- Writes and submits appropriate reports to local and state agencies
- Covers circulation clerk duties on an as needed basis
- Collaborates with appropriate Board representatives to prepare meeting agendas, develop library policy and monitor revenues and expenditures
- Oversees the general selection of library materials by the staff and also their deselection
- Works with the Suburban Library Cooperative to insure proper technology levels and equipment compliance
- Participates on appropriate local and state library association boards and committees
- Supervises and/or performs the opening or closing procedures, as needed

**Other duties as assigned**

**Qualifications:**

- Masters of Library Science (MLS) Degree from an ALA-accredited program
- Capability to organize work and perform multiple tasks
- Facility to handle confidential information in an appropriate and secure manner
- Knowledge of the philosophy and techniques of public library services
- Strong oral and written communication skills
- Proficiency with professional office computer applications, including word-processing, spreadsheets and public relations software
- Previous experience working in public libraries as a librarian, with four years of directorship or supervisory experience preferred
- Ability to work and communicate with staff in a team environment in a professional and courteous manner
- Knowledge of library materials, formats and resources
- Enthusiastic and positive public service orientation