

# Ripley Public Library Director Job Description

The Library Director is responsible for the overall management and daily operations of the Ripley Public Library. This includes but is not limited to strategic planning, leadership and staff management, budget maintenance, collection development, community engagement, enacting Board-approved policy development, reporting and communication, maintaining compliance with laws, and ensuring the library meets the needs of its patrons. Director will report to the Board of Trustees. Duties include but are not limited to:

## **Management & Board Relations**

- Plan, coordinate, promote, and evaluate library programs and operations
- Advise board on policies and aid in policy development
- Administer library policies and procedures
- Develop the meeting agenda in conjunction with the Board President
- Attends board meetings and provides a detailed report of library operations and developments at each meeting
- Apprise the Board of present and future needs
- Work with the Board to develop and maintain strategic plan
- Ensure compliance with all laws relating to public libraries
- Complete the Annual Report for New York State
- Prepare Annual Report to the Community

## **Librarianship**

- Oversee the library's collection development plan and supervises the selection, purchase, and withdrawal of library materials according to that plan.
- Uses strategic plan as a planning tool for programming, outreach, etc.
- Informs and advises the board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries
- Attends meetings, conferences, and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology

## **Fiscal Management**

- Develop a draft budget for the Library Board
- Administer approved budget, expending funds within established guidelines
- Identify and apply for grants to support library work
- Maintain financial records in an efficient manner
- Ensures that audit is performed on schedule developed by the Board

## **Facilities Management**

- Coordinates the care and maintenance of library buildings and grounds
- Manage purchasing of equipment and oversee maintenance and repair of equipment
- Regularly reviews building needs and advises board in its planning for future expansion or development
- Other duties and responsibilities as assigned

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## **Personnel**

- Hire and manage employees
- Recruit and manage volunteers
- Oversees and directs the supervision of the daily operation and activities of the library
- Develops job staff descriptions; recommends and administers personnel policies. Ensures that staff performance evaluations are completed on a regular schedule
- Recruits, hires, evaluates, and disciplines library staff in conformity with state and federal regulations and library personnel policies
- Develops and oversees a staff professional development and training plan

## **Public and Community Relations**

- Oversees the continual development of the library's web site and social media
- Serve as a liaison to the community
- Keep the public well informed of the library's activities, accomplishments, and challenges. Develops and administers a public relations plan. Prepares press releases and makes presentations to community groups upon request.
- Respond to public inquiries and complaints

## **Physical Demands**

While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. The employee is occasionally exposed to outside weather conditions. The employee will be required to operate typical business office equipment, including computer hardware.