

Job Description

New Castle Public Library

Library Director

Job Description

GENERAL SUMMARY

The New Castle Public Library Director serves under the broad policy guidance and direction of the governing Board of Directors to perform professional and administrative duties in planning, developing, implementing, and directing public library services to respond to the needs of the community. These duties include budget preparation, program evaluation and reporting impacts, public library staff, collection strategy, marketing, advocacy and community relations, capital projects and facilities maintenance. The Library Director works in partnership with the LCFLS System Administrator and New Castle Library District Coordinator for the success of the three leadership positions of New Castle to meet state standards, align goals and resources, and collaborate on needs of shared stakeholders. This position reports directly to the New Castle Board of Directors and is responsible for the successful operation of the local public library, staff, facilities, programs and collections. This position directly supervises the New Castle Business Office for the three leadership roles, Finance and Development Staff, Collections, Programming, and Partnerships for the local public library.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Duties may include all or some of those listed)

- Administers board policies; provides staff support and effectively interfaces and responds to Board requests for information.
- Prepares budget in consultation with the Business Manager, Board Treasurer and Finance Committee for Board approval; monitors and approves expenditures; administers gifts, state and federal monies.
- Assists in development and accomplishment of goals established in long range plan.
- Administers maintenance of library facilities and equipment; works with architects and planners on facility development.
- Participates in professional meetings and meets standard continuing education requirements.
- Keeps up-to-date with Professional Standards and Best Practices
- Prepares and processes administrative reports and actions.
- Implements library security policies and procedures.
- Maintains supportive and positive relations with the Friends of the New Castle Public Library.
- Confers with the Library Board on policies and long-range library programs; recommends new policies to the Board and advises Board of new concepts in organization, procedures, equipment, and technology through periodic reports; prepares reports for and advises the Board on progress toward goals, budget issues and planning.

- Leads staff of the local library in goal setting, personnel administration, program initiation, training, problem solving and achievement of objectives; initiates change by developing and implementing new systems, programs and technologies.
- Negotiates and oversees contracts for services provided to the library; develops plans for capital expenditures; researches or supervises the preparation of statistical reports regarding library operation, finances and programs.
- Collaborates with colleagues to ensure employee retention, recommends promotions, transfers, and terminations of library personnel to Board of Directors.
- Represents the library at various professional conferences and public meetings; makes presentations, gives speeches, attends and chairs meetings; and advocates with appropriate entities to achieve positive library legislation and funding for public libraries.
- Develops and coordinates programs of service to meet community needs including plans for efficient and economical use of labor, buildings, equipment and materials.
- Attends Board and Committee meetings and reports to Board as requested.
- Prepare and direct the preparation of various statistical reports, state and federal reports; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness.
- Assure that positive public relations and effective working relationships are maintained by the Library with the general public, the member municipalities, other governmental agencies, and the media.
- Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures.
- Promote and maintain safety in the work place.
- Collaborate with District Coordinator to meet the requirements of the DLC and annual District Negotiated Agreement.

Required Qualifications: ALA Accredited MLS with at least two years of professional library experience.

Preferred Qualifications:

- Stewardship Mindset
- Fund Development, Marketing, and Community Relations Skills
- Servant-Leadership Mindset
- Fiscal Management and Financial Reporting
- Supportive and Authentic Communication Skills