

Job Title: Library Director

Edwardsville Public Library

*Accountability: The Board of Trustees of the Edwardsville Public Library*

Requirements:

- MLS or MLIS from an institution accredited by the American Library Association (preferred) or Master's Degree in Public Administration, Business Administration, Nonprofit Management or similar field
- Five (5) years of experience in a highly responsible supervisory or administrative position in either a library or related organization or any combination of education or experience which would provide the required knowledge and skills to allow successful performance of the job
- A commitment to and passion for providing outstanding public library services
- Understanding of current and emerging library trends and practices
- Experience in staff development and team building

Duties and Responsibilities:

- Evaluate, supervise, and develop library services, collections, programs, and departments.
- Draft and recommend policy to the Board and plan for the implementation of library goals and objectives.
- Work with the Board to develop a strategic plan and vision for the library.
- Supervise and evaluate the library staff.
- Prioritize and delegate weekly, monthly, quarterly, annual, and long-term tasks and projects.
- Prepare, execute, understand, and manage the annual budget in partnership with the Accountant.
- Direct and control the departmental expenditures within the constraint of approved budget.
- Advocate for the library by networking and collaborating with community leaders and organizations.
- Direct the development, repair and maintenance of the library building. This includes negotiation of service contracts (in partnership with the Facilities Coordinator).
- Prepare for and attend Board meetings. This includes preparing meeting Agendas and Board packets, as well as gathering, utilizing, interpreting and presenting relevant information to the Board so they may make informed decisions.

- Prepare IPLAR, Per Capita Grant, and Tax Levy Request annually.
- Serve as the FOIA (Freedom of Information Act) officer for the library.
- Pursue and apply for applicable grants for library programs and services.
- Attend continuing education conferences/classes and local, regional, and state library professional meetings and conferences.

Skill and Education Requirements:

Education:

MLS or MLIS from an institution accredited by the American Library Association (preferred) or Master's Degree in Public Administration, Business Administration, Nonprofit Management or similar field.

Experience:

Five (5) years of experience in a highly responsible supervisory or administrative position in either a library or related organization or any combination of education or experience which would provide the required knowledge and skills to allow successful performance of the job.

Abilities/Skills:

- Initiative, awareness, and vision in developing library services.
- Understanding of common personnel management methods to lead and engage a thriving staff.
- Highly effective communication and problem-solving skills.
- Extensive knowledge of public library operations and familiarity with local and state laws.
- Ability to maintain effective working relationships with trustees, city officials, community organizations, staff, and patrons.
- Full working knowledge of library automated systems and technology.
- Understanding of current and emerging library trends and practices.
- Intellectual curiosity and an eagerness to explore new ideas.
- Proficient in Microsoft Office (including Excel).

*Approved by the Edwardsville Public Library Board of Trustees 10/29/97*

*Revised by the Edwardsville Public Library Board of Trustees 1/3/18*