

TOULON PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION March 2023

JOB TITLE: Library Director

DESCRIPTION: Responsible for the administration of the library under the general policies approved by the Board of Trustees. Shall attend all board meetings and shall have the right to speak on all subjects, but does not vote on any matter. Responsible for all the properties belonging to the library, supervision of grounds and building maintenance included. Responsible for the proper discharge of duties to all staff members, annual review, and evaluation conducted for all employees. The Director shall recommend promotions and salary adjustments to the Board of Trustees. The Director is encouraged to participate in professional and community affairs, as well as overseeing all programs and internal operations of the library.

DUTIES AND RESPONSIBILITIES:

- Act as technical advisor to board, suggest needed policies for board consideration.
- Carry out all policies of library as adopted.
- Suggest and carry out plans for extending the library's services.
- Prepare regular reports with the library's current progress and future needs; cooperate with the board.
- Maintain active public relations program.
- Prepare annual budget in consultation with board and give current expenditure report against budget at each meeting.
- Oversee selection, ordering and processing of all library materials, e.g. Baker & Taylor, Amazon, Centerpoint, Landmark, etc.
- Attend all board meetings. Prepare agenda and director's report.
- Report regularly to the board and the public.
- Interview, hire and train staff. Assign duties, supervise and do annual evaluations and keep them informed. Prepare a monthly work schedule and total time sheet at end of each pay period.
- Work with lead librarian and youth services librarian to plan and carry out programs such as summer reading, breakfast with santa, etc.
- Attend meetings and workshops: Rural Directors, ILA Conference, RSA Users Group, RSA Database & Circulation, and other conferences as appropriate.
- Make deposits as needed, balance cash box.

- Maintain computers and network.
- Prepare Illinois Public Library Annual Report (IPLAR), Per Capita Grant, Working Budget, Ordinances, legal notices, any grants
- Process memorials and donations.
- Act as head library fundraiser.
- Building Maintenance – maintain parking area and sidewalks, as well as shoveling yourself, Hiring for major snow removal, yard work, Cleaning of building, etc. assign and monitor cleaning among staff.
- Monitor building for liability and/or maintenance issues.
- Code and initial all invoices
- Oversee all duties that are performed for the library such as:
 - Resource Sharing Alliance (circulating database)
 - Interlibrary loan
 - Prepare news articles for the local newspaper and school newsletter
 - Bookkeeping

DESIRABLE TRAINING AND EXPERIENCE:

Minimum: - A B.A in education, English, or business required plus 5 years of supervisory experience in a library environment. A Master's in Library Science or closely related field preferred.

PHSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; climb stairs; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

COMPENSATION:

40 hours per week average, exempt position. Salary range: 21.50 to \$37.90. Includes IMRF, vacation, and personal time.

Employee will be furnished with a laptop computer, IPAD/Tablet/Iphone and email address for their use. In the event of a separation the library will retain ownership of all as well as the content created.

EMPLOYEE _____ DATE _____