

**JOB DESCRIPTION**  
**LIBRARY DIRECTOR**  
**HENIKA DISTRICT LIBRARY**

Henika District Library employees are expected to represent the characteristics embodied in the mission and vision of the library. All employees of Henika District Library are at-will employees.

**HENIKA VISION:** The Henika District Library is a community information center. We serve as a physical facility and cyber hub for the distribution of research, entertainment, and educational materials. We are technologically progressive, with an enthusiastic, helpful, and competent staff. The facility accommodates adults, children, and groups. We provide an enjoyable and efficient library experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of library principles, practices, techniques, materials and technology in the field of library management and administration. Superior leadership skills with the ability to exercise initiative and independent judgement. Innovative and forward thinking. Valid Michigan Driver's License. Able to fulfill assigned duties and other duties as assigned by the Library Board.

**DUTIES:**

**Administration and Management**

- Plans, organizes, coordinates, and directs a balanced program of library services to meet the immediate and long-range goals of the library and community.
- Holds full responsibility for administration of the Henika District Library within the framework of the District Library Agreement, the By-Laws of the Henika District Library, the Library Mission Statement, Library Board Policies and Procedures, the budget, applicable laws, and the American Library Association Code of Ethics.
- Reports at each board meeting and, in other ways, keeps the Board informed of the Library's progress and problems.
- Attends meetings of the Lakeland Library Cooperative and Advisory Council, the Allegan County Library Association, and meetings of other organizations pertinent to Henika District Library operations.
- Serves as ex-officio member of Library committees.
- Prepares monthly Board agendas and distributes to members.

- Mediates customers' complaints or concerns, including grievances over objectionable materials.
- Expedites FOIA requests.
- Oversees library collection and orders materials in collaboration with library personnel.
- Recommends goals for the Library's growth and means for implementing plans. Coordinates an annual goal-setting session for the Board.
- Oversees the technological health of the local area network.
- Coordinates public relations activities and publicity with library staff.
- Advocates for library funding, intellectual freedom, and first amendment rights.
- Write, reviews, revises and recommends policies and procedures to the Board for consideration and adoption as needed.
- Maintains an up-to-date policy manual.
- Enforces Library policies as necessary.
- Prepares and submits the annual state report to the Library of Michigan.
- Prepares an annual narrative report for the Board.

#### Finance

- Meets with the Board Budget Committee to draft the annual budget for full Board consideration and adoption.
- Completes annual millage certification process.
- Tracks revenues and expenses for the current fiscal year and recommends budget revisions when necessary.
- Prepares Library expense invoices and financial records in a timely manner and maintains orderly files and financial records.
- Manages Library investments in concert with the Board Treasurer and Board.
- Arranges for the annual audit.
- Periodically reviews insurance requirements and puts out to competitive bidding with the cooperation of the Board.
- Sees that memorial gifts are properly acknowledged and fulfilled.
- Makes timely expenditure of funds to rectify emergency situations and consults with the Board regarding non-budgeted expenditures.
- Seeks out and applies for grants and alternative funding sources.

#### Professional Growth

- Works in concert with Library staff to keep all staff and Board members informed of developments in the library field.

- Notifies and encourages Board and staff of continuing education opportunities as they become available and provides opportunities for them to attend.
- Takes advantage of continuing education opportunities pertinent to being the director, and attends conferences germane to Library operations (Michigan Library Association, Public Library Association, Rural Libraries Conference, etc.).
- Orients new Board members.

## Personnel

- Provides current, accurate job descriptions for all staff positions and maintains personnel files.
- Has the authority to hire, evaluate and terminate employees as appropriate.
- Facilitates employee insurance claims when necessary
- Recommends changes in working conditions, fringe benefits and salary/wage scales when appropriate.
- Capitalizes on skills and initiative of all staff members and promotes a positive work environment.
- Delegates tasks as necessary for the benefit of the library.
- Communicates with staff library events and programs taking place at Henika District Library and elsewhere.
- Enforces the Board approved employee handbook.

EDUCATION AND EXPERIENCE: MLS preferred, Bachelors degree from an accredited Institution required. Management experience in a library preferred.

06/16/14