

Director

This job description provides a general outline of the management qualifications, duties, responsibilities, and professional relationships that must be maintained by the Morgan County Library Director.

The Director reports immediately to the Morgan County Library Board of Trustees and will be held responsible for the operation and management of the Morgan County Library, consistent with the policies determined by the Trustees.

This is a salaried position. Applicants may be required to submit to a background check.

Qualifications

The ideal Director will possess:

1. Completed coursework in library science to the level of a master's degree; or
2. Extensive, progressively responsible experience in professional management with expertise in library technology; or
3. Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. The Trustees will determine these equivalencies.

The Director will also pursue, in cooperation with the Trustees, ongoing educational opportunities appropriate to this position.

Duties and Responsibilities

The duties and responsibilities of this position shall include, but shall not be limited to, the following:

Administration

1. Works with the board to develop and maintain policies, with ongoing systematic reviewing.
2. Creates the monthly board agenda and ensures that current financial and statistical reports are available for review.
3. Plan and coordinate library services and operations.
4. Prepares required reports and certifications to maintain state recognition as a public library.

5. Works with the board to develop the library's strategic plan and sees to it that the plan is monitored and updated every 3-5 years.

Collection

1. Utilizes policies and procedures for materials selection and acquisition.
2. Develops a collection with a variety of formats and media, including digital materials.
3. Purchases monthly through the budget year to ensure a steady flow of materials to the public.
4. Supervise and direct the cataloging and classification of the collection.
5. Utilizes a systematic method for material removal to maintain the relevancy of the

collection to community needs.

Facilities

1. Oversee the condition of the grounds.
2. Oversee the condition of the building.
3. Maintain the library furniture; repair or replace when damaged or worn.
4. Maintain the library equipment; repair or replace when damaged or worn.
5. Utilizes a written maintenance plan for the facility with an annual checklist of tasks to complete.

Financial

1. Follows fiscal procedures consistent with Missouri state law in preparing, presenting, and
administering the annual budget.
2. Prepares payroll including federal and state payroll taxes.

3. Manages all expenditures in a timely matter and in line with the approved budget.
4. Manages all income; including state aid, tax revenue, investment income, library service income, grants and donations and any other miscellaneous income.
5. Shares monthly budget reports and vouchers with the board.

Personnel

1. Provides hiring recommendations for the selection of new employees.
2. Supervises and evaluates library staff (yearly performance evaluations).
3. Maintains and updates procedure manuals for all job descriptions.
4. Delegates authority to employees; appropriate to the position held.
5. Provides training appropriate for job tasks and acquires professional development through local and national offerings.

Public Relations

1. Maintains collaborations with local and area partnerships, organizations, schools and

continually looks for other forms of collaboration.

2. Makes sure that communication is maintained with the public through news outlets, social media, website, digital signage, etc.
3. Shares and maintains library policies, board agendas and minutes and newsletter on website.
4. Plans, schedules and oversees programming at the library and in the community.
5. Provides opportunity for public inquiry and responds in a timely manner.

Revised by Library Board of Trustees on May 9, 2024