

Director

Buffalo Creek Memorial Library

Job Title: Director

Pay Grade: Set by Library Board

REPORTS TO: Buffalo Creek Memorial Library Board

SUMMARY: This top-level administrative position is responsible for oversight of all operations of BCML, including understanding the library past, day-to-day operations in the present, and mapping a plan for the future. The Director works with the library board to provide policies and ensure that finances and personnel are available with which excellent library service is offered to the community; and represents the library to the community and at state, regional, and national meetings.

ESSENTIAL JOB FUNCTIONS: *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. To act as technical advisor to the Board; by reporting to the Board at its meetings concerning the condition and status of the library and its activities along with recommending the annual budget, needed policies, or changes and improvements in physical plants and/or services of the library.
2. To be responsible to the Board for all operations of the Library including approving the hiring of personnel, terminating of personnel during and after probationary period, and granting leaves of absence without pay; for the filing of all reports as required by the West Virginia Library Commission and by state and local officials and for assuring that the Library is in accordance with all local, state, and federal regulations; for carrying out the policies as adopted by the Board; and for prudent fiscal management of the Library's financial resources.
3. To supervise administrative staff including maintenance, computer, business office, and human resources.
 - a. Responsible to ensure smooth operation of physical plants by seeing proper maintenance is performed, equipment is replaced as needed, and BCML is in compliance with all ADA and other regulations.
 - b. Responsible for providing adequate staffing for maintenance department.
 - c. Oversees the operation of IT staff and computer operations including SIRSI.
4. To serve as an intermediary between the Board and the staff who represents the staff to the Board and represents the Board to the staff.

5. To be responsible for knowing local and state laws; to actively support library legislation in the state and nation; affiliate with the state, regional, and national professional organizations and attend professional meetings and workshops.
6. To maintain an active program of public relations and represent the Library to the community.
7. To be responsible for book and other materials selection; responsible to see materials come into the library throughout the year; responsible to the community to see all views are represented in the collection and that the collections are responsive to the needs of the community.
8. To act as a consultant/advisor to affiliate libraries; attend affiliate library board meetings as required; work with Friends of the Library, the Tri-State Literacy Council and Information and Referral Board of Directors.
9. To perform other reasonable related duties (with appropriate accommodation if necessary) as required.
 - a. Participates in various organizations in the community and state where appropriate,
 - b. Acts as Library's major fundraiser as need arises.

REQUIREMENTS: Five years prior experience in areas of increasing responsibility, preference given to Library experience.

Ability to communicate with all levels of society

Demonstrated strengths in leadership, planning, budget preparation, community outreach and public relations

Knowledge of computer applications

Demonstrated ability to work both independently and in partnership with others in the organization

Evidence of significant participation in professional organizations

EDUCATION: Bachelor's Degree

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.
