

Director of the Leelanau Township Library
Job Description

1. Implements the library policies and procedures of the Leelanau Township Board.
2. Directs all operations of the Library: Integrated Library Systems, collection development, reference and reader guidance systems, acquisitions, program development and publicity, using current technology and best practices.
3. Provides friendly courteous and accurate service to all users while insuring confidentiality.
4. Responds to patron requests, suggestions and complaints.
5. Supervises Library staff and volunteers, selects and trains assistants, prepares work schedules, and assists staff with problem solving.
6. Evaluates the Library's collections, services and programs through interaction with patrons, community groups, and demographic analysis.
7. Actively promotes programs, services, and resources.
8. Oversees the automation and technology needs of the library, including maintenance and implementation of new technology as appropriate.
9. Advocates for the library by serving as the official representative of the library in the community and throughout the library field, and by speaking before community, civic and other groups about the library's services.
10. Develops and implements annual and long-range plans for Library services and facilities, prepares State aid reports.
11. Prepares annual budget proposals in coordination with the Township Clerk, monitors the budget monthly, and makes regular presentations to Township Board.
12. Develops staff job descriptions and recommends and administers personnel policies involving hiring evaluating, promoting and terminating staff in concert with the Township Board.
13. Participates in Friends of the Library meetings, and collaborates with the Friends in development and implementation of special programs and events.

14. Prepares grant proposals and submissions.

15. Attends library and professional meetings, participates in regional and statewide professional activities, and utilizes resources from the greater library community.

16. Performs related duties as required.

17. Adheres to Library law.