

Director Job Description

Under the direction of the NPCL Board of Trustees (the Board), the Director oversees the daily operations of the library and exercises authority with regard to personnel, financial management, strategic planning, building management, collection development, library automation and expanding information technologies, purchasing, and community relations. The Director administers all aspects of library services with a high level of independent responsibility and accountability and complies with all applicable laws and policies, and decisions of the Board.

Strategic Management

1. Provides leadership in determining the mission of NCPL and evaluating accomplishments toward the mission.
2. Determines library needs using the input of the Board, library employees, and community members.
3. Provides leadership in long-range planning to meet identified needs.
4. Oversees and actively participates in the planning, organizing, directing, and controlling of library operations.
5. Continually assesses and aligns the strategic, administrative, and operational functions of all areas in connection with the long and short term needs of the library.
6. Continues professional growth and development, particularly in the area of directorship.
7. Keeps abreast of professional knowledge through professional literature, research, organizational memberships, and networking.

Fiscal Management

1. Develops and administers the budget with input from the Board and Assistant Director.
2. Advertises and submits all budgets, reports, and forms as required by the DLGF, SBOA, and Indiana State Library.
3. Ensures that monthly claims and financial reports are prepared and presented to the Board.
4. Maintains internal controls, best practices, and legal requirements for all expenditures.
5. Completes short and long-term financial planning on a regular basis.
6. Maintains all insurance and bonds necessary for the safeguarding of assets.

Personnel Management

1. Coaches, mentors, and develops staff, including providing regular opportunities for professional development.
2. Develops job descriptions, recommends, and administers personnel policies.
3. Leads the recruitment, training, performance management, and retention of qualified staff.
4. Leads staff in planning and implementing projects, working collaboratively and solving problems as they arise.

Board Relationships

1. Reports to the Board of Trustees, preparing monthly Board Agendas, reports, notices, consulting with the Board President, as needed.
2. Maintains accurate and up to date resolutions, minutes, and budgetary information in an easily accessible manner.
3. Responsible for orientation and training of Board members and maintaining appointments.
4. Attends all board meetings, except when excused by the Board president.

Facilities and Asset Management

1. Supervises maintenance and repair of the buildings and grounds.
2. Proactively inspects building and grounds for possible safety issues.
3. Monitors physical systems and maintains maintenance schedules.
4. Evaluates and develops plans for effective use of space to meet the changing needs of the library.
5. Complies with Indiana Code in the solicitation of quotes and bids when necessary.

Other Duties

1. Works a minimum of 37.5 hours per week, including some evenings, weekends, and community events. The nature of this exempt position requires occasional hours beyond 37.5 for staff shortages, special events, emergencies, etc.
2. Oversees the selection, purchase, and weeding, of library materials in all formats to maintain collections of interest to the community within budget and space constraints.
3. Oversees the ILS, staying abreast of current technologies and their applications.
4. Represents NCPL at governmental and community functions and events.
5. Pursues partnerships with the schools, businesses, and other community organizations.
6. Communicates effectively through the newsletter, social media, and the website.

Knowledge, Skills, and Abilities

1. **Extensive knowledge of** current library practices, services, policies, standards, and procedures; budget development and administration; current HR practices; Indiana library standards; technology; community needs; public relations and programming; facilities management.
2. **Ability to lead;** define problems, collect data, establish facts, and draw a valid conclusion; exercise discretion and consistency in the interpretation of approved policies; seek assistance from outside sources when appropriate; use sound management practices.
3. **Effective skills in** all forms of communication, written and oral, with internal and external contacts; organization, prioritization, and time management; supervision and staff management.

Working Conditions

The physical demands and work environment of this position are typical of an interior/office work environment with limited physical effort required and no or very limited exposure.

The above description covers the most significant duties to be performed, but does not exclude other occasional work, projects, or duties as needed or assigned by the Board.