

**Oxford Memorial Library**  
**Library Director**  
**Job Description**

General Position Description: Fulltime, salaried position; reports to the Board of Trustees.

General Requirements: Must meet NYS minimum standards for Library Director, depending on chartered to serve population. A Bachelor's degree from a credited college or university is required for the position of Director at the Oxford Memorial Library. Some library experience is preferred.

Summary of Responsibilities: The Library Director is the chief operating officer of the library with major administrative responsibility for recommending, designing, implementing, directing, supervising and evaluating an active program of educational, cultural, informational and recreational services relevant to the community in accordance with the goals and objectives established by the Library Board. The Library Director oversees the day to day operations of the library.

Responsibilities to the Board:

- Recommends policies and advises the Board on operational, fiscal, staffing and facilities matters

- Meets with Library Board and its committees to discuss and plan policy recommendations

- Keeps the Board informed on matters pertaining to libraries

- Supervises the preparation of reports and collection of data and submits them to the Board

- Prepares agendas for Library Board meetings

- Assists in the orientation and education of Board members

- Maintains confidentiality of Board members

- Performs other duties as may be assigned by the Library Board

Responsibilities to Patrons:

- Provides a quality collection that meets the needs of the public

- Envisions and interprets community needs, developing new programs and services for all segments of the community

- Assures that the staff is responsive to the patrons and deals with them in a pleasant and professional manner

- Resolves complaints from the public, staff and Library Board

- Assures that the library environment is pleasant and that the facilities and services meet patron needs

Fiscal Responsibilities:

- Works with the finance committee to develop and recommend an annual budget.

- Administers expenditures of funds within budget constraints

- Performs budgeting, financial and purchasing functions of the library

- Approves bills/invoices as they come in and forward to the treasurer for payment

Collection Responsibilities:

Assures that the materials selected and the services provided meet the needs of the patrons and represent a judicious expenditure of funds

Supervises and approves the selection and purchase of all library materials, equipment and services

Supervises the development, implementation and evaluation of library programs and services

Supervises the efficient circulation of materials to keep them readily available

Supervises an effective weeding program which assures that the collection is current

Examines trade publications and materials, interviews publishers representatives

#### Staffing Responsibilities:

Determines staffing requirements and hires the personnel necessary to meet those needs

Supervises the selection, training and evaluation of library staff

Assigns duties, defines staff responsibilities, establishes lines of authority and delegates work to library staff

Assures that personnel are properly trained and promotes individual development

Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained.

Informs the Library Board of recommendations for promotion and salary adjustments

Informs the Library Board of disciplinary and possible dismissal actions

Administers wages and benefits according to policies approved by the Library Board

Provides responsive leadership and fair representation of the staff to the Library Board

Plans and conducts staff meetings

Coordinates and oversees Library Branch staff and activities

#### Facilities Responsibilities:

In conjunction with the Building and Grounds Library Board Committee / Trustee:

Assures that the physical facilities, grounds and equipment are properly maintained, updated and safe for use

Evaluates and develops plans for effective allocation and utilization of building space to meet the changing needs of the library

Negotiates contracts with vendors for necessary services

#### Public Relations Responsibilities:

In conjunction with the Public Relations Committee / Board of Trustees

Maintains contact with municipal and school district officials to assure that good relationships and communications are maintained

Communicates the library's services, resources and programs to the community

Represents the library in the community and governmental, organizational and professional affairs and activities

Serves as a liaison and representative for the library with professional, community, business, civic and government groups and organizations

Keeps the public informed about library services and activities through the use of in-house publications, newspapers, websites and social media platforms.

Assures that good communications and relationships are maintained with the library's neighbors

Professional Responsibilities:

- Presents and promotes a professional atmosphere both in and out of the library
- Represents the library through participation in professional library organizations
- Works with other library directors, agencies, groups and organizations to develop and promote cooperation in the delivery of library services
- Keeps abreast of current trends and new professional techniques
- Attends appropriate meetings conducted by the Four County Library System and participates in member library committees whenever possible

Planning Responsibilities:

- Works with Library Board Trustees to help develop an annual operational plan and a long range plan and helps to ensure that the plans are carried out within budgetary constraints and at the discretion of the Library Board.
- Prepares and presents an annual report to the public