

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 303

Subject: Director

SCOPE:

This document is intended to define the qualifications, duties and responsibilities of the position of “LIBRARY DIRECTOR” within the Crawford County Library System.

DESIRED QUALIFICATIONS:

- The Library Director shall have a Masters Degree in Library Science from an accredited College or University.
- The Library Director shall have at least five years of experience in library work including at least two years in a supervisory capacity.
- The Library Director shall have thorough knowledge of library practices, principles, law and ethics.
- The Library Director shall have the ability to communicate effectively and to positively inter-relate with the Library Board, staff, vendors and customers.

REPORTING:

- The Library Director shall report to the Library Board of Trustees.

DUTIES AND RESPONSIBILITIES:

- The Library Director shall be responsible for the day-to-day **operation** of the physical facilities.
- The Library Director shall be responsible for the **supervision** and assignment of all staff including employment and dismissal.
- The Library Director shall be responsible for defining the **needs** of the library customers and securing and developing the library programs and content to satisfy those needs.
- The Library Director shall be responsible for the **preparation** of a **proposed budget** for review and approval by the Library Board of Trustees.
- The Library Director shall be responsible for the **administration** of the **approved budget**.
- The Library Director shall develop and maintain a liaison **relationship** with the Library Board of **Trustees** keeping the Board advised of issues and problems relating to the library and assisting in and promoting the continuing education of the Board Members.

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DUTIES AND RESPONSIBILITIES (Continued):

- The Library Director shall be responsible for defining **future direction** and goals of library services and content and the recommendation of such direction to the Board of Trustees. The Library Director shall also be responsible for the implementation of the approved direction.
- The Library Director shall be responsible for maintaining and enforcing the library **Policy and Procedure Manuals** and making recommendations for appropriate changes and revisions to the Library Board of Trustees.
- The Library Director shall be responsible for all community and **public relations** and take a proactive advocacy position in the development and implementation of said relationships.
- The Library Director shall be responsible for maintaining the highest possible level of **professionalism and ethics** in the operation of the Library.

SUMMARY:

This document, in conjunction with the official Policy and Procedure Manuals and any other duties deemed appropriate by the Crawford County Library Board of Trustees, shall define the position of Library Director for the Crawford County Library System.

ADOPTED: June 26, 2001

REVIEWED: January 11, 2002; December 8, 2005

REVISED: (Reinstated) October 13, 2005; December 8, 2005