

JOB DESCRIPTION

Position: Director/Head Librarian
Osage Public Library, Osage

Reports To: Library Board of Trustees

Purpose: To administer and maintain the Osage Public Library as a center of community education, recreation and culture by:

- a. planning and providing facilities, materials, programs and activities to meet the research, recreational, and cultural needs of the community.
- b. planning and providing instruction and activities to promote and encourage the use of the library by all.
- c. creating within the library an alive, progressive environment which will facilitate the accomplishment of goals and objectives; by creating conditions which are conducive to effective work, and that provide a warm, inviting atmosphere for patrons and staff.
- d. selecting, training and supervising a competent, and friendly staff to handle the duties necessary to accomplish these purposes.
- e. maintaining a 5-day, 6-hour day work schedule to effectively realize the above stated purposes.

Duties: To coordinate and manage all aspects of the administration of the Osage Public Library in order to create a vital, dynamic library, both responsive to and leading the cultural life of the community. Specific responsibilities follow:

<u>Job Responsibilities</u>	<u>Performance Expected</u>
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I. Administration

- A. Library Board of Trustees
1. Prepare the agenda for and attend Library Board meetings. The Director/Head Librarian is not a member of the Board, and therefore has no vote, but has the right to speak on all matters under discussion.
 2. Act in the advisory capacity of a professional expert in library matters to the Board, recommending plans for the library's progress and development in the areas of facilities, materials, staff, programs, activities, and services.
 3. Be responsible for the preparation of an annual budget request in cooperation with the Library Board's financial committee.
 4. Be responsible for the expenditure of funds granted, including making recommendations to the Board in areas where approval is necessary -- e.g. capital outlay, major improvements, etc.

5. Be responsible for the development of internal policies to be approved by the Board, and propose changes as needed, and as required by Accreditation standards.
 6. Operate within the framework of all decisions and policies of the Library Board to administrate effectively and efficiently.
 7. Recommend a table of organization, salary scales, fringe benefits, and personnel policies to be approved by the Board. Include forms in all board and staff handbook, on applications, job descriptions, and evaluations on all positions, grievances, and corrective action.
 8. Serve as the staff's representative and spokesperson to the Board, welcoming all communications and suggestions which may lead to improved library service, personnel relationships, and employment conditions.
- B. Personnel
1. Write job descriptions and establish position classifications for all employees.
 2. Develop written job application forms.
 3. Be in charge of staffing - conduct job interviews and hire employees within the budgetary limits -- e.g. the Board establishes positions and the Director/Head Librarian fills them. The Director should keep in mind his/her own strengths and weaknesses and complement them in the staff he/she employs.
 4. Be a model of professional behavior, and educate and expect staff members to follow that model.
 5. Perform all those duties and services in connection with the supervision and management of the library.
 6. Establish effective, efficient routines and procedures for the ongoing operations of the library.
 7. Provide intensive training for the staff, upon initial employment, of all basic library skills including clerical, reference, and communication with the public, and of those operational policies, routines, and procedures unique to the Osage Public Library.
 8. Provide ongoing training to staff as new projects are begun, or routines are changed.
 9. Provide direct supervision of library staff in day-to-day activities. Assign and delegate duties, responsibilities, and authority, so that each individual can make maximum use of their experience, skills, interests, and temperaments.
 10. Provide routine evaluations of all employees to encourage improved performance and professional development.
 11. Be in charge of all scheduling, including overseeing all substitutions, vacations, etc. When an employee is ill or

requests sick leave or an emergency arises, the director shall arrange for a substitute. When an employee requests to take time off for vacation or discretionary reasons, the director shall assist them by determining which of their scheduled hours need to be covered by someone else. When unplanned school activities/practices arise, student aides are expected to trade hours with other students or consult the director before asking an adult. Employees who do not inform the director may be suspended. Report all employees' hours and use of sick leave and vacation leave to monthly Board meetings.

12. Coordinate all volunteer activities.

C. Record-Keeping

1. Be responsible for seeing that all necessary data on library operations (circulation, collection, & services) is recorded and assembled to be used in reports to the Library Board, local government, Library Service Area, State, etc.
2. Be responsible for the preparation of the above-mentioned reports.
3. Be responsible for seeing that all time sheets are kept and accurate.
4. Maintain administrative files.

II. The Collection

A. Acquisition and Preparation of Materials

1. Develop, recommend, and carry out the collection development policy as adopted by the Board.
2. Be in charge of the selection and purchase of all library materials by:
 - a. selecting in terms of the weaknesses of the collection, needs and interests of the community, patron requests, staff suggestions etc.
 - b. being aware of the various professional selection tools and reviewing aids which help evaluate books and material knowing how to use them to best advantage; and using these aids as much as possible.
3. Establish efficient routines and procedures, and periodically re-examine and evaluate them for those clerical duties involved in the ordering, processing and checking in of materials.
4. Oversee and approve selections made through regular ordering programs -- e.g. McNaughton's Lend/Lease Plan, etc. and see that all routine ordering, processing, purchasing and returning are done efficiently.
5. Be in charge of the cataloging or recataloging of library materials by identifying unique distinguishing features,

describing them bibliographically, and recording the data, to integrate materials with others in the collection with the use of MARC databases and original cataloging.

6. Be in charge of classifying library materials by considering the subject matter, assigning proper places in the system of classification on library shelves, and assigning subject headings.
 7. Supervise the physical upkeep of the online catalog and see that staff is trained to correctly make any necessary changes due to recataloging or reclassification.
- B. Maintenance of Collection
1. Efficiently organize library materials for easy retrieval and use by patrons and staff.
 2. See that materials are attractively shelved and displayed in physical facilities large enough to adequately house the collection. See also that shelving is done correctly for most efficient retrieval.
 3. Supervise the care and repair of library materials. See that library staff are taught how to do basic repair.
 4. Be in charge of the decision-making process involved in weeding of obsolete and worn materials from the collection, and develop efficient routines and procedures for the clerical tasks involved in weeding.
 5. Supervise the organization and maintenance of storage areas.
6. Oversee the inventory of materials, and all the clerical duties and procedures related to it.
- C. Circulation of Materials
1. Oversee the establishment of efficient circulation routine procedures within the capabilities of the automated circulation system.
 2. Oversee the establishment of registration procedures – e.g. seeing that patrons fill out the forms, their input, filing etc.
 3. See that all necessary circulation records are kept accurately and efficiently.
 4. Oversee the establishment of efficient routines and procedures, and periodically re-examine and evaluate them, for the handling of overdue items such as notifying patrons of overdues, sending bills for lost or long overdue materials, and taking care of specific cases with problems in the collection of or payment for materials.
 5. Periodically re-evaluate all routines and procedures to achieve or maintain the greatest economy, efficiency, and service.

III. Services to Patrons A. Reference Service

1. Develop a wide knowledge of books, the Internet, and other library materials to be able to judge their quality and usefulness to people, and use this to efficiently locate

information for patrons, and to train the staff to use these sources.

2. Develop a sympathetic knowledge of people, their reading interests and needs, and develop a specialized knowledge of people as members of special groups and use this to aid in the selection of materials for library use, and as suggestions for home purchase. Use this also to help people find something to interest them.
 3. Locate requested subject information through the online catalog, lists of retrieval systems, etc. by gathering, correlating, and analyzing information from a combination of sources.
 4. Establish routines and procedures to efficiently handle inter-library loan services including sending orders, notifying patrons of materials in, returning books to libraries, and maintaining files related to the above procedures.
 5. Compile bibliographies by listing and describing such materials as sources of information for patrons and staff.
- B. School-Public Library Relations
1. Oversee the planning and conducting of group activities and classes from schools that come in for library instruction (explaining the arrangement, resources, and procedures of the library), research, or recreational activities.
 2. Oversee the development of special flyers, presentations, workshops, etc. for teachers to promote library activities and offerings.
 3. Maintain and develop good working relationships with local schools, teachers and school librarians.
- C. Programming
1. Oversee the development of balanced programming and activities for patrons of all ages by assisting program staff in:
 - a. "brainstorming" and/or researching for creative, dynamic ideas to draw patrons to the library.
 - b. planning and developing programs around ideas, themes, or age-level interests.
 - c. coordinating all programs, displays, events, etc. into a master schedule; and seeing that all materials and supplies needed for the programs are acquired.
 - d. coordinating all details related to these activities by delegating responsibilities, getting volunteer help, etc. -- far enough in advance so the activities go smoothly and are enjoyable for patrons and staff.
- D. Promotions and Public Relations
1. Be the library's chief public relations representative.
 2. Oversee the planning and arranging of the set-up of promotional displays. See that these are coordinated on a regular basis with the assistance of staff members.

3. Create an atmosphere and environment in the library that will encourage the use of the library including a helpful, friendly staff, easy-to-locate materials, and informal seating in a pleasant, relaxed atmosphere.
4. Oversee the coordination of all formal public relations efforts including newspaper coverage; television and radio coverage; talks to schools and community groups; signs, school flyers; flyers to new members of the community, etc.

IV. Professional Development

A. Education

1. Continually develop knowledge of the library profession by taking library courses and becoming state-certified.
2. Attend library workshops, meetings, conventions, etc.
3. Keep informed of library developments by reading library periodicals, newsletters, and books on librarianship and administration.
4. Read generally to keep up-to-date with all kinds of books.
5. Cultivate a general intellectual curiosity.

V. Miscellaneous Duties

A. General Office Duties

1. See that all business procedures -- reports, orders, correspondence, etc. are efficiently and correctly typed, sent, etc.
2. Be in charge of the selection (brand, features, etc.) and purchase of all supplies.
3. Be in charge of the use of (and training the staff in the use of) library office and audiovisual equipment.

B. Building Care

1. Oversee the development of appropriate opening and closing procedures.
2. Notify maintenance staff and/or Library Board of any maintenance needs or recommendations.

C. Other

1. Perform other such duties as assigned by the Library Board, or as the need arises.

Approved August 2022