

MERIDIAN LIBRARY DISTRICT

Library Director



Position Summary

Under policy guidance and direction from the Library Board of Trustees (Trustees), and in accordance with Idaho State Code §33-2721, the Library Director performs professional and administrative duties in planning, developing, implementing and directing library services for Meridian Library District. Along with the Trustees, the Library Director assumes responsibility for ethical and conservative use of taxpayer funds. Serves as the Risk Manager for the District.

Duties and Responsibilities

Essential

Manager

Manages, and is responsible for, all decisions surrounding conduct and practices involving Library employees. Works with Human Resources to ensure fair and lawful personnel practices, safety, training and staff development. Manages and supervises library operations to achieve goals with available resources, including organizing management workloads and staff assignments.

Finances

Plans and presents the annual budget and monitors all expenses. Responsible for efficient spending, fundraising and donations; ensuring accurate and transparent reporting.

Records & Reports

Ensures statistical data is collected and that reports are made to the State and other agencies as requested or required. Uses data to inform decisions. Prepares regular reports for the Trustees concerning the operations of the library. Stores and makes available legal and historical documents, adhering to all legal and internal records retention standards. Oversees accurate disclosure for all public records requests.

Adopted by the Meridian Library Board of Trustees n.d.

Reviewed and Board Approved June 21, 2023

Advocacy

Charged with being an effective and active advocate for the library in the media and the community. Participates on local boards and committees. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library. Represents the library in local, regional, and national arenas.

Planning

Responsible for developing strategic plans and facility plans with the Trustees, including new and remodeled library facilities and furnishings.

Relationships

Establishes and maintains effective working relationships with the public, Trustees, employees, library committees, Friends of the Meridian Library, Meridian Library Foundation, and other professional groups. Active participant of the Lynx Library Consortium. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Facilities

Ensures library facilities and vehicles are maintained and repaired as needed.

Board

Serves as Secretary of the Trustees and Clerk of the Board, and attends all Board meetings as a non-voting member. Keeps records of agendas and minutes; prepares and retains board packets including reports, statistics, other supporting documents, and correspondences.

Marginal

Attends trainings, workshops, conferences both in person and online to stay current with trends and best practices in libraries.

Performs other duties as needed.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

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Advanced knowledge of the principles and practices of modern libraries; technology, equipment and facilities; and the principles and practices of office and fiscal management.

The job requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts. The job has significant accountability for ensuring customer satisfaction districtwide. The incumbent understands and communicates knowledge of customers' priorities and needs.

Knowledge of managerial policies, practices, and controls. Ability to provide clear, concise oral and written communication. A problem solver with strong organizational, leadership and interpersonal skills.

Proficient with standard office applications (including Microsoft Office and Google Workspace), online library automation system, online searching, and cloud environments. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: 5 years of supervisory and management experience with increasing levels of responsibility. Prior budgetary responsibility and experience creating a fiscal year budget.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Associations (ALA) accredited institution; or equivalent combination of education and experience.

Training, Licenses, or Certifications: Valid driver's license.

Supervisory Responsibility: Supervises assistant directors, managers, and administrative support staff

Preferred Qualifications: Bilingual, preferably Spanish-English or Russian-English.***Working Conditions***

Physical Requirements: The job requires the employee to frequently sit ; occasionally stand, perform manual dexterity movements; constantly, see, speak clearly, hear, and listen; seldom kneel, climb, squat, crawl, crouch, balance, stoop/bend, walk, twist/turn, and maintain flexibility.

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The job also requires the employee to lift and carry 10-25 pounds; reach at, above, or below shoulder height; grasp objects weighing 10-25 pounds.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic and complex math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as new consumer technology. This job requires operation of a library passenger vehicle.

Work Environment: The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, working with community partners, verbal contact with others, face-to-face contact, and inside environments.

Expected Hours of Work: The job requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). This is a salaried, exempt position and may occasionally work over 40 hours per week.

Expected travel: The job requires minimal travel for local and national training and conferences. Requires frequent travel between Meridian Library District locations.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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