

**Job Description**  
**Humboldt Public Library**  
**Library Director**

**Purpose:** The Library Director position is focused on delivering the highest possible level of library service while carrying out the policies of the library as adopted by the board. The Library Director acts as advisor to the board and makes needed recommendations as to policy, services, and employment of personnel.

**Scope:** This position description is designed to outline primary duties but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

**Primary Responsibilities:**

- Works actively to promote and meet customer service expectations established within the organization
- Excellent Leadership Skills
- Oversees Library operations and collection development
- Oversees budget preparation and implementation
- Willingness to be involved in the community
- Oversees staff management, including payroll and all accounts payable/receivable, including hiring of employees
- Continually monitors and assesses patrons' needs and acts to improve services
- Plans, implements, presents/coordinates programs, workshops and classes on a regular basis both at the library and throughout the community
- Compiles and analyzes data, prepares reports and procedures, and summarizes activities.
- Maintains relationships and effective communication with public, governmental and private organizations to further the library's mission related to programming and outreach; Promotes awareness of library services to schools, daycares, civic groups, the general public, patrons and library staff
- Participates in the development of long-term and short-term goals for the Library
- Maintains knowledge of research techniques, methods, and procedures.

- Researches, recommends, implements and monitors independently or with others, projects, grants, etc.
- Keeps abreast of technological changes
- Interprets and explains policies to public and staff
- Interest in maintaining the physical appearance of the building
- Carries out any other duties within the scope, spirit and purpose of the job

**Essential Abilities:**

- Ability to work with adults and youth of varied backgrounds
- Knowledge and willingness to learn of materials and current trends in library innovation, customer service, and technology
- Ability to supervise others and to work with all members of Library staff
- Ability to speak and write effectively
- Ability to work a flexible schedule to include evenings and weekends
- Ability to self-motivate, exercise initiative and independent judgment
- Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons
- Able to travel to Regional Library and other trainings

**Requirements:**

- Education: Minimum of a High School Diploma
- Valid Driver's License, dependable personal transportation and personal vehicle insurance