

## **EDISON TOWNSHIP PUBLIC LIBRARY**

Position Title: Library Director  
Reports to: Board of Trustees

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### **PURPOSE OF POSITION**

Responsible for managing and directing the operations of three libraries and the bookmobile according to policies, rules, delegation of authority, goals and objectives as communicated by the Board. Responsible for the buildings and grounds to include optimal maintenance to ensure safe, efficient use of the buildings and property.

### **ESSENTIAL FUNCTIONS**

1. Directs the development and preparation of short-term and long-term plans and budget based upon the goals and objectives of the library.
2. Coordinates the integration of the library program and the departments to include suggesting an overall program to the Board. and administering all policies when adopted.
3. Directs the development and installation of procedures and controls to promote communication and adequate information flow and thereby solidify control and direction of the Library.
4. Manages staff performance to include selecting appropriate personnel; reviewing, monitoring and evaluating performance and making assignments.
5. Handles all disciplinary action within the staff through the grievance procedure; handles terminations.
6. Directs the development and establishment of adequate and equitable personnel policies, salary administration policies and employee benefit plans. Insures that the interest and welfare of staff as individuals are preserved and protected.
7. Receives and transmits all communications from staff to the Board.
8. Insures that all activities and operations are carried out in compliance with local, state and federal regulations and laws, governing business operations.
9. Approves the selection of all books, equipment and other purchases.

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### **ESSENTIAL FUNCTIONS - (contd.)**

10. Prepares the agenda for the Board meetings in consultation with the Board President and maintains necessary communication with all Board members.
11. Monitors employee development by encouraging job-related activities and broadening assignments.
12. Acts as financial officer; controls and administers library budget; coordinates the purchasing program for the library, prepares narrative and statistical reports, and demonstrates excellent financial management skills.
13. Acts as public relations officer representing the library at community and professional organizations; coordinates library newsletter to the public; facilitates Friends meetings and fund-raising programs.
14. Oversees the selection, acquisition and processing of all library materials, advisory services, reference and literature searching; general library services and library management and systems planning.
15. Answers questions from the public on issues and events at the Library to include handling public perceptions.
16. Coordinates library service programs in order to achieve maximum efficiency and proper utilization of available funds, personnel, equipment, materials and supplies.
17. Acts as a consultant and advisor on public library issues, services and techniques.
18. Coordinates the maintenance of the physical facilities.
19. Attends executive meetings, workshops, seminars and continuing education courses to keep informed on latest developments in the library field.

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## **ESSENTIAL FUNCTIONS - (contd.)**

20. Contributes to the effective team management of all relevant problems, issues and opportunities.
21. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community.
22. Maintains commitment to promoting and enhancing a welcoming and excellent customer service-oriented environment.
23. Performs other activities as necessary.

## **MARGINAL FUNCTIONS**

Marginal functions will vary with the specific assignment and depend on the particular unit or function for which the person is responsible.

## **MINIMUM QUALIFICATIONS**

Knowledge of library science normally acquired through the completion of a master's degree in library or information science and a New Jersey professional librarian's certificate and six years of experience and an advanced knowledge of theories, objectives, principles and techniques of librarianship.

Prior teaching, training, instructional experience required for in-house workshop development.

Deep understanding of book publishing process.

Experience in working with diverse population.

Considerable knowledge of technology, especially in regards to library applications, such as web design, network infrastructure, and cataloging operations. Microsoft Certificate preferred.

## **SPECIAL SKILLS**

Excellent verbal and written communication skills, strong organizational and leadership ability, and decision-making skills are required. Knowledge of computer technology and of the theories, objectives, principles and techniques of librarianship. Knowledge and skills in management and supervisory techniques. Strong interpersonal and communication skills.

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### PHYSICAL/MENTAL/ENVIRONMENTAL

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|-----------------|--|---|
| Physical -      | Sit: 60%<br>Walk/Stand: 40%                              | Drive: Must have drivers license<br>Body Movements: Normal<br>Lifting: No lifting |
| Mental -        | Interpret, analyze and problem<br>solve and investigate. |   |
| Environmental - | Normal office environment                                |   |