

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 306

Subject: Interim Director

NATURE OF WORK:

To assume the temporary role of Library Director and be responsible for the administration of all library functions within the goals, guidelines and policies established by the Crawford County Library Board of Trustees. The Interim Director is expected to provide a leadership role within the library and to serve as the official representative of the library. The responsibility includes the organization and dissemination of information and services through the effective utilization of library resources.

AREAS OF RESPONSIBILITY:

1. General Administration and Management
 - a. Implements library policies and procedure
 - b. Works closely with the County Treasurer to provide monthly financial planning data to the Library Board
 - c. Employs management techniques effectively in directing, planning, organizing staff and volunteers; coordinating, budgeting, and evaluating the library's operation
 - d. Directs the maintenance of the library building and branch buildings and grounds, and recommends needs to the Library Board
 - e. Utilizes the staff manual of library procedures and effectively uses the policies of the Library Board.
 2. Planning, Organization and Evaluation
 - a. Plans, organizes, coordinates and directs a balanced program of library services to meet the immediate needs of the library
 - b. Evaluates the effectiveness of library services in relation to the changing needs of the library and community
 - c. Provides for critical review of internal library operations, such as acquisitions, circulation, etc. and brings to the Library Board any changes or suggestions for board policies
 - d. Analyzes data affecting the library's operation, such as legal, physical, and statistical factors, and presents such data to the Library Board as needed
 - e. Investigates new trends, specific library programs, materials and equipment to improve the operation of the library and bring the data to the Library Board as needed for implementation
 3. Personnel Management
 - a. Administers personnel policies
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- b. Evaluates staff and recommends to the Library Board any hiring or termination or disciplinary action that needs to be addressed
 - c. Defines expectations for staff performance and works to promote high staff morale
 - d. Supervises the planning for optimum utilization of personnel
 - e. Encourages staff training and development by supporting participation in workshops or seminars that will enhance the service of the library
 - f. Acts as a consultant, mediator, and facilitator for staff
4. Community and Professional Development
- a. Recommends and administers public relations programs
 - b. Represents the library and speaks before community, civic or other groups regarding the activities of the library
 - c. Supports and facilitates the work of the Friends of the Library

DESIRED QUALIFICATIONS:

- A Master’s Degree in Library Science or its equivalent
- Library experience and/or other managerial experience
- Thorough knowledge of the philosophy and techniques of all facets of public library service
- Knowledge of computers, data communications especially related to library applications, and purchasing books or other materials
- Ability to prepare comprehensive reports and ideas clearly and concisely in written and oral form
- Ability to make administrative decisions and supervise staff
- Demonstrated dynamic leadership skills
- Ability to motivate, establish and maintain effective working relationships with associates, volunteers, other government bodies, community agencies, general public, and the Library Board
- Interpersonal and communication skills
- Knowledge of library organization, administration, services, finance and procedure
- Ability to solve problems and make effective decisions
- Physical ability and stamina to perform the typical duties of an Interim Director

REPORTS TO:

Crawford County Library Board of Trustees

JOB GOAL:

To keep the Crawford County Library and its branches operating efficiently and effectively to provide quality library service for the community

RESPONSIBILITIES:

- Directs and participates in the overall operations of the library and its branches using the library policies and procedures

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- Coordinates the activities of assigned personnel and volunteers by assigning duties, developing and scheduling various programs and assuring that adequate materials and equipment are available to provide the best library service to the community
- Assesses the quality and accuracy of staff performance, counseling employees as needed
- Explains library policies and procedures to staff and to keep all staff and volunteers informed of changes in the library system
- Prepares various reports regarding circulation and programs and activities for the Library Board
- Cooperates with Library Board President in preparation of meeting agenda; attend all Library Board meetings but have no vote
- Reviews payroll for employees
- Publicizes and promotes library services through news releases, group presentations or other media as needed
- Approves purchase of print and non-print materials, and necessary supplies for all branches; requests needed equipment purchases to the Library Board for approval
- Attends Co-Op meetings, conferences, workshops, seminars when possible and reads current professional publications to keep current on the latest methods and techniques in library services. Discusses new materials with staff to keep them current on new selections
- Trains staff and continually follows through to make sure procedures are being followed correctly
- Performs the duties of other library staff as needed, assisting patrons with reference questions, recommending books and materials, and performing any other duties as needed
- Assists the Library Board and the County Treasurer in the monthly budget reports and has full understanding of them for presentation at the Library Board meetings
- Files all documents necessary for library business
- Performs all other duties that may be assigned by the Library Board

TERMS OF EMPLOYMENT:

Full-time employment. The Interim Director is expected to work a flexible schedule based on forty (40) hours per week that includes special projects, and attending Library Board meetings, Friends of the Library meetings or other programming. Salary, benefits and termination of employment will be determined in accordance with Library Board Policy. This position is temporary and can be terminated by either party with thirty (30) days written notice.

EVALUATION:

Performance of this job will be evaluated by the Crawford County Library Board of Trustees in accordance with Board Policy No. 209 Performance Review. This job description will be used in the evaluation process.

ADOPTED: January 23, 2004

REVIEWED: