## JOB OVERVIEW

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Library Director</th>
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<tbody>
<tr>
<td>DEPARTMENT</td>
<td>Library</td>
</tr>
<tr>
<td>UNION</td>
<td>N/A</td>
</tr>
<tr>
<td>JOB CLASSIFICATION</td>
<td>Administration</td>
</tr>
<tr>
<td>FLSA CLASSIFICATION</td>
<td>Exempt</td>
</tr>
<tr>
<td>REPORTS TO</td>
<td>Library Board of Supervisors and Assistant Township Manager</td>
</tr>
<tr>
<td>PAY PERIOD HOURS</td>
<td>81.25</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>08/01/1997</td>
</tr>
<tr>
<td>REVISION DATE</td>
<td>07/16/2020</td>
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## POSITION DETAILS

### STATEMENT OF DUTIES
To oversee library service in the Tredyffrin Township Libraries, consisting of the Tredyffrin Public Library and Paoli Library. To carry out Library Board policies and propose new policies where needed. To manage daily operations at the Tredyffrin Public Library.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement all policies of the Libraries Board of Trustees and, where appropriate, of the Tredyffrin Board of Supervisors. Attend Board meetings and provide staff support to the Board, as necessary and requested.
- Work with the Library Board and staff to plan library programs and services for the Tredyffrin Public Library and Paoli Library.
  - Provide leadership and direction in the development of short- and long-range plans.
  - Evaluate present services, add new services, and modify or eliminate under-utilized services.
  - Suggest new directions for program development and resources.
  - Manage and maintain a collection of library materials which is responsive to the needs of the community.
  - Prepare reports and provide information for the Library Board.
- Promote the programs and services of the Tredyffrin Public Library and Paoli Library.
  - Cultivate relationships between the libraries and community organizations, institutions and businesses to improve awareness of programs and services; encourage public input and feedback; pursue opportunities to share or maximize resources.
  - Make presentations to community organizations, civic groups and the general public.
  - Work with the Friends of the Tredyffrin Public Library, the Library Foundation and other groups and associations to promote and support the libraries.
- Develop and maintain a competent, well-trained, public service-oriented staff.
  - Perform and/or oversee regular evaluations of all TPL employees.
  - Hire, suspend or terminate TPL staff as necessary; consult with the Branch Manager about personnel decisions for the Paoli Library.
  - Work with the Township Manager and Library Board to set appropriate compensation levels, for approval by the Tredyffrin Board of Supervisors through the budget.
- Maintain budgetary control of the operations of the libraries.
o Prepare a TPL budget and work with the Paoli Branch Manager to develop a budget for the Paoli Library for approval by the Library Board and Tredyffrin Board of Supervisors.
  o Monitor implementation of the budget, including tracking expenditures and revenues in comparison to approved amounts and completion of projects in line with library goals.
  o Explore new sources of revenues, such as gifts, fine policies, rentals and grants.
  o Work with the Library Board on fundraising.

- Manage daily operations of the Tredyffrin Public Library.
  o Manage technological resources, including the local area network, automated library system and Internet, to enhance services.
  o Implement materials selection policy and evaluate the use of the collection.
  o Supervise staff in the implementation of programs and services.
  o Implement volunteer recruitment and training policies.
  o Respond to public inquiries, and work with staff to investigate and resolve complaints or refer to appropriate individuals for resolution. Maintain public relations broadly in the community.
  o Oversee maintenance of the Tredyffrin Public Library facility.

- Oversee Paoli Library.
  o Supervise Branch Manager; conduct regular performance evaluation.
  o Assist with staff assignments.
  o Serve on committee to hire full-time staff.
  o Evaluate continuously the relationship between Tredyffrin Public Library and Paoli Library and determine efficiency of operations, possible redundancies of service, and opportunities for joint programs, services, etc.
- Participate in Chester County’s system-wide planning, coordinate services with other Chester County Library System libraries, attend regular meetings of District Librarians and the System Advisory Council and keep the Library Board informed of developments.
- Attend professional association meetings and conferences and review professional journals to stay abreast of developments related to library programming and administration.
- Other duties as assigned.

### TOOLS AND EQUIPMENT USED
- Library computer system
- Personal computer (word processor, spreadsheet, PowerPoint, database management software, e-mail, internet)
- Phone
- Copy machine
- Fax machine
- Scanner

### WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

### SUPERVISION RECEIVED
Works under the supervision of the Tredyffrin Township Libraries Board of Trustees and Assistant Township Manager.

### SUPERVISION EXERCISED
Supervises all Tredyffrin Public Library staff and the Paoli Library Branch Manager.

### DIRECT REPORTS
Yes

### MINIMUM QUALIFICATIONS
- Master’s degree in library science
EXPERIENCE

- Ten years library experience
- At least five years in management within a public library

LICENSES AND CERTIFICATIONS

N/A

KNOWLEDGE AND SKILLS

- Comprehensive knowledge of the latest principles and practices of community library systems, programs and resources.
- Comprehensive knowledge of library collection classification and selection techniques.
- Comprehensive knowledge of federal, state and local laws and regulations governing libraries.
- Working knowledge of the principles and practices of office management, human resources, work organization and volunteer coordination.
- Working knowledge of equipment and facilities required in a community library system.
- Ability to plan, organize, coordinate, analyze, and utilize a variety of management, financial and library reports and records.
- Ability to communicate effectively, both verbally and in writing.
- Ability to present library programs and information to the general public in a professional and accessible manner.
- Ability to establish and maintain effective working relationships with employees, board members, other agencies and the public.
- Ability to solve problems.

PHYSICAL DEMANDS AND REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit, talk and listen and to read, write and type. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of experience; oral interview; reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEES NAME (PRINTED)

EMPLOYEES SIGNATURE

DATE
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<tr>
<th>ATTESTED BY</th>
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<tbody>
<tr>
<td><strong>SUPERVISORS</strong></td>
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<tr>
<td><strong>NAME (PRINTED)</strong></td>
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<tr>
<td><strong>SUPERVISORS</strong></td>
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<tr>
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