**Job Title: Library Director, Piedmont Valley Library**

Job Description:

Position reports to: Piedmont Valley Library Board of Trustees

The Library Director is responsible for developing and supporting all efforts necessary to maintain a free library, responsive to the community’s needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical assets, and stays informed of developments in library management. In addition, the Library Director serves as a member ex- officio of the Board of Trustees to insure a consistent flow of communication.

Planning and Policy-Making

* Assists the Library Board in the formulation of strategic plans and policies to implement those plans.
* Develops job descriptions for all paid and volunteer positions in the library including qualifications for employment, evaluation procedures and causes for dismissal.

Library Services

* Selects and maintains library materials including books, media, computer programs and other materials and insures that these materials meet the needs of the community.
* Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.
* Offers programs and services to the community (e.g. Story Times, Summer Reading, Art Exhibits and Receptions, Guest speakers, etc.).
* Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees and the annual report to the funding entities and South Dakota State Library.

Financial Operations

* Prepares the annual budget for Board review and approval in a timely manner.
* Prepares periodic and end-of-year Finance Report for the Board and other entities.
* Administers and monitors expenditure of library funds to stay within approved budget.
* Works with the City Finance Officer or other city employees to review reports to ensure accuracy of financial data.
* Serves as ex-officio Board member of Friends of the Piedmont Valley Library and communicates with the Friends as needed including requests for funding support as needed.
* As time and resources permit, , prepares grant requests for other sources of funding.

Personnel Management

As the immediate supervisor of all library personnel, the Library Director:

* Recruits, hires, trains, and evaluates all staff and volunteers, and terminates when necessary.
* Assigns duties and defines staff responsibilities.
* Promotes staff development

Asset Management

The Library Director ensures the maintenance of the library interior, furnishings and equipment. In the event of a major development project, the director would provide leadership and direction.

Board of Trustees Representative

The Library Director informs the Board of Trustees of all relevant library business. As an exofficio member of the board, the Library Director:

* Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
* Serves as the Secretary of the Library Board.
* Submits the annual budget to the Board.
* Provides professional expertise and guidance to the board

Black Hills Library Consortium

The Library Director is a Board member of the Black Hills Library Consortium (BHLC) and shall attend the BHLC Board meetings as able, submitting reports to the Library Board.

Professional Development

To stay aware of new trends in library management and technology, legal issues facing libraries, and new ideas for programming the Library Director shall attend meetings, workshops and conferences as possible.

The Library Director’s job also includes any other duties that are required by the Board of Directors or that are essential to ensuring that the Piedmont Valley Library provides the best possible library service to the community. The Library Director will be evaluated by the Board annually.

Adopted: February 19, 2018

Piedmont Valley Library Board of Trustees