

# **BIXBY MEMORIAL FREE LIBRARY**

## **LIBRARY DIRECTOR JOB DESCRIPTION**

**Library Director** (40 hours/week)

**Summary:** The Library Director sets the course for managing the library and its services, recognizing that the Bixby is a vital community resource. The Director leads and motivates a team of staff members and volunteers to produce results that ensure the sustainability of the library in its five-town community. The Director is a visible advocate for the library in the community. This position reports to the Board of Trustees.

### **Essential Job Functions:**

1. Envisions, creates and implements effective ways to serve the community and advocate for the library (25%)
2. Directs the daily operations of the library and programs (20%)
3. Performs finance-related duties, including budget development, grant writing and fundraising (20%)
4. Performs personnel-related duties, including hiring, training, coaching and evaluating performance (15%)
5. Supports the Board of Trustees and its committees; attends meetings. (10%)
6. Ensures that the building and grounds are maintained (5%)
7. Performs similar or related work, as required (5%)

### **Knowledge, Skills & Abilities:**

- Excellent oral and written communication skills, including public speaking
- Problem-solving skills, ability to translate plans into action, ability to serve as a change agent
- Ability to work effectively with a wide range of people
- Skilled in social media and office productivity software
- Ability to promote and market the library

### **Education and Experience:**

- Bachelor's degree required, master's degree from an ALA-accredited program preferred
- Management and supervisory experience required
- 3-5 years of experience working in a library or non-profit organization preferred

**Physical Requirements:** Duties require intermittent light to moderate physical effort in carrying, lifting, or moving light-weight materials or equipment.

*Approved, as revised, by the Bixby Board of Trustees March 11, 2019*