River Forest Public Library
Administration - Library Director

Status: Exempt

Hours: 37.5 hours/week (minimum)

Description:
- Create a friendly, welcoming environment that is focused on meeting community needs and helping the community fully utilize the library’s resources
- Use initiative and independent judgment to apply standards of professional library management to ensure a smooth functioning library
- Oversee all aspects of library operations, including staffing, budgeting, financial reporting, building maintenance, patron relations, and legal compliance

Reports to: River Forest Public Library Board of Trustees

Direct reports: Operations Manager (full time), Children's Services Manager (full time), Adult/Teen Services Manager (full time), and PR/Marketing Specialist (part time)

Director Responsibilities

Library Operations
- Ensure effective daily operation of the library
- Manage the maintenance, security, and upkeep of the library facilities, technology, and equipment, including recommendations for repairs and for long-term improvements
- Formulate and manage the library budget and the tax levy process

Personnel and Staff
- Recruit, manage, evaluate, and mentor a management team to supervise well-trained, customer service-oriented staff
- Build professional knowledge of self and other staff members through ongoing participation in professional development opportunities
- Facilitate internal communication and foster team building through management and staff meetings, training opportunities, and other forms of open dialogue

Strategic and Long-Range Planning
- Develop strategies to deal with growth and change and to promote a shared vision among staff, Board members and patrons
- Support and advise the Board of Trustees in its strategic and long-range planning initiatives
- Work with the Board of Trustees to develop, monitor and amend priorities and with the library staff to implement the Board-approved goals and objectives of the library

Board of Trustees
- Effectively communicate financial, policy, technology, facility and staff organizational needs to the Board of Trustees
• Prepare board meeting materials, agendas and notices as required by law; attend all board and board committee meetings and provide adequate information and advice on all matters considered
• Formulate and report metrics-driven evaluations (through surveys and statistics) of collections and services, where possible
• Orient new Trustees and serve as a resource for Trustee education and activities.
• Inform and advise the Board as to local, regional, state, and national developments affecting the library and the community

Community
• Seek and develop relationships for the library with community stakeholders to ensure that library collections, programs, services, and spaces are responsive to community needs
• Represent and advocate for the library in the community
• Coordinate information services with other libraries and agencies
• Develop and maintain fundraising opportunities through grants, contributions and pledges and support the work of the RFPL Foundation

Job Qualifications
• MLS from an ALA accredited school
• At least five years of experience in a public library setting
• At least five years of significant supervisory experience
• Ability to work nights and weekends as necessitated

Knowledge, Skills, and Abilities
• Excellent interpersonal communication; clear oral and verbal expression
• Strong organizational and management skills
• Ability to think creatively, evaluate and fine-tune strategies, implement new ideas, and optimize solutions in all aspects of the job
• Knowledge of professional public library principles, practices, and procedures, including relevant state and federal laws
• Awareness of library trends and developments and openness to new ideas
• Familiarity with modern management principles and practices as they relate to the administration of public libraries