



**LAKE VILLA DISTRICT LIBRARY**  
**Job Description**

JOB TITLE	DEPARTMENT	PAY GRADE
Library Director	Administration	14
CLASSIFICATION	SCHEDULE	REPORTS TO
Full-Time Exempt	37.5 hours per week, may include daytime, evening and weekend hours	Library Board President

**POSITION SUMMARY**

Under the direction of the Library Board of Trustees, the Library Director is responsible for overseeing and leading all operations and services of the library. This includes all aspects of managing administration, personnel, budget, finance, operations, community relations, library services, and facility maintenance and safety. The Library Director is also responsible for establishing and implementing the goals and objectives of the library and ensuring alignment with the library’s strategic plan, mission, vision, and values.

**ESSENTIAL RESPONSIBILITIES**

**Leadership/Personnel:**

- Provides leadership to the staff in interpretation and implementation of library policies.
- Hires, supervises, evaluates, and counsels Management Team.
- Encourages staff development by providing opportunities for continuing education and professional participation.
- Develops and implements strategic plan with assistance from Management Team.
- Works with Management Team to evaluate, plan and provide library services.
- In conjunction with the Management Team, develops guidelines and procedures for hiring, supervising and evaluating library staff; evaluates and authorizes all employment decisions.
- Counsels and advises staff on personnel and patron interactions.
- Develops and monitors compliance with library-wide standards for performance and evaluation.
- Regulates compliance with personnel policies and federal and state employment law and recommends changes in personnel policy to the Board.
- Chairs regularly scheduled Management Team meetings.

**Administration:**

- Ensures library compliance with relevant federal, state and local laws.
- Completes required reports and complies with requirements.
- Follows best practices and standards set forth by the American Library and Illinois Library Associations.
- Prepares and submits an annual budget to the Board for approval.
- Prepares and submits all documentation relating to the adoption of required ordinances and resolutions to ensure compliance with all relevant statutes.
- Responsible for filing, posting and maintaining legally required documents.
- Consults with Management Team to determine staffing, equipment and material needs.
- Regularly reviews outside service contracts to insure cost effectiveness.

- Keeps Board apprised of funding needs.
- Administers annual budget; oversees budget expenditures to ensure within budgetary limits; prepares monthly financial statements; verifies warrant list for Board approval; and recommends budget amendments as necessary.
- Reconciles monthly receipts and disbursements.
- Oversees the maintenance of all library records.
- Completes, on behalf of the Board, all reports required by the State Library, RAILS and other entities.
- Writes and initiates grant proposals seeking funding designed to aid, enhance or create library service programs and assists or may serve as project manager for selected grants.
- Serves on CCS Governing Board and other assigned committee(s).
- Acts as Freedom of Information Act (FOIA) Officer.

**Board of Library Trustees:**

- Attends all Board and, Board Committee meetings. Prepares monthly Board and Committee meeting agendas in consultation with Board President.
- Prepares monthly reports of all library activities for the Board.
- Develops procedures for the implementation of Board policies; recommends modifications, deletions, and/or additions to policies according to review schedule. Provides information necessary to establish sound policies to the Board.
- Acts as technical, professional, and administrative advisor to the Board. Informs the Board about legislative issues effecting libraries. Keeps the Board advised of issues and trends in regional and national library service.
- Provides quarterly review of strategic plan accomplishments.
- Responsible for overseeing Trustee election process.
- Provides orientation training for new Trustees.
- Functions as a liaison between Board and staff.

**Library Services:**

- Ensures community is effectively informed about library services and promotes a strong library presence within the community.
- Ensures collection development and library programming are responsive to and meet the needs of the community.
- Oversees the Collection Development Team.
- Approves and monitors procedures for the delivery of services to the public to ensure that fairness and ease of use are achieved.
- Continually evaluates existing library services while considering improved and expanded services.
- Ensures that the facility is well maintained, in safe condition, and services are easy and convenient to use.
- Assures library staff are responsive to the needs of patrons and assures a positive library experience.

**Community Relations:**

- Represents the library and the Board in activities, community organizations and local media.
- Meets with public officials and community representatives to discuss community developments and coordinates efforts as appropriate.
- Plans regular community and in-house user surveys to determine level of current usage and gathers information for planning purposes.

**Professional Development:**

- Participates in appropriate local, state, and national professional organizations.
- Maintains an awareness of current trends and issues in library practices, technology and philosophy.
- Maintains an awareness of current trends and practices in administrative and personnel management issues.

**KNOWLEDGE / SKILLS / ABILITIES**

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- Comprehensive knowledge of library administration, principles, and practices.
- Well-informed on legal, legislative and financial matters affecting tax-levying libraries.
- Comprehends budgeting principles and practices, as well as general accounting principles.
- Knowledge of leadership techniques. Has ability to provide decisive leadership and thoughtful coaching and guidance to staff as they implement strategic initiatives.
- Commitment and desire to provide excellent service to library patrons.
- Ability to deal courteously and diplomatically with the public.
- Ability to communicate effectively by listening, questioning, and promoting a culture of trust to inspire and motivate staff.
- Public speaking and presentation skills.
- Ability to evaluate information and exercise appropriate judgment in establishing and managing priorities and resolving complex matters.
- Commitment to high professional, ethical and service standards.
- Possesses a collaborative leadership style and inspires others.
- Supports LVDL's mission and demonstrates commitment to Library's core values.
- Ability to use a keyboard, computer, integrated office software, and various electronic devices.

**QUALIFICATIONS**

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- Master's degree in library science from an American Library Association accredited school.
- Comprehensive knowledge of library philosophy, objectives and practices.
- Five years of public library management experience including supervising personnel, budgeting, and strategic planning.
- Ability to establish and maintain effective working relationships with the Board of Library Trustees, the staff and public to achieve the goals of the library.
- Excellent communication skills, both written and oral; ability to speak effectively to groups of people.
- Exhibits integrity and a personal commitment to high standards in public service.
- Knowledge of financial, accounting, budgeting techniques, and bookkeeping practices and principles.
- Knowledge of library and personnel laws.
- Ability to use a keyboard, computer, integrated office software, and various electronic devices.
- Access to transportation.
- Flexibility to work daytime, evening and weekend hours as needed.

**Physical Requirements** (Requests for reasonable accommodations to these requirements may be considered):

- Ability to see, walk, sit, speak, and hear.
- Ability to read, write, and communicate fluently in English.
- Ability to bend, stoop, kneel and stretch.
- Physical dexterity to reach shelves of various heights.

- Ability to lift and carry items up to 20 pounds.
  - Ability to push items of 150 pounds or more while utilizing a cart.
  - Ability to move from one area of the library to another.
  - Frequently entering data on a keyboard and reading computer screens.
  - Frequently standing/sitting at and using a computer.
  - Visual acuity sufficient to read various font sizes.
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**ACKNOWLEDGEMENT**

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

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Employee's Signature

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Date