



JOB DESCRIPTION

EMPLOYEE:

TITLE: Library Director Harvard Diggins Library

REPORTS TO: City Library Board

General Scope of Position:

Candidates with a Bachelor's degree and library experience will be considered as well as those with an ALA-accredited Master's degree. Must possess above average oral and written skills. Must be proficient in Microsoft Excel, Word, and PowerPoint. Must be willing to travel as necessary to participate in various organizations to further enhance the operation of the Harvard Diggins Library. Library automation and cooperative library systems experience is desired.

General Operations

1. Directs library employees to be responsible for understanding and fulfilling our patron's requirements.
2. Prepares annual budget with emphasis on planning for future growth and expense requirements. Maintains financial records as required.
3. Prepares monthly financial reports for City Library Board and Diggins Board. Oversees expense control and payment to our suppliers and makes recommendations for any deviations to the operating budget. Keeps accurate financial records which meet the expectations of our auditor.
4. Is responsible for the collection and the accurate reporting of cash received by the Harvard Diggins Library.
5. Is responsible for hours of operation and the staffing to operate the Harvard Diggins Library as approved by the City Library Board.

Facilities Management

1. Schedules suppliers for services such as snow removal, equipment maintenance, and building maintenance.
2. With Harvard City Library Board plans for expenses, improvements, and general repair to the building.

3. Oversees the continued provision of inviting, responsive, and effective service atmosphere for library patrons.
4. Takes necessary steps to monitor and handle crises as they occur.
5. Acts as point of contact for inquiries regarding services provided at the Harvard Diggins Library including but not limited to materials and internet connections.
6. Maintain relationships with cooperative partners:

NIC Consortium

Illinois State Library

City of Harvard (prepares payroll, fringe benefits, submits appropriation and levy forms, holds building and liability insurance).

McHenry County Librarians (schedule county wide continuing education program, network with other Libraries within McHenry County to further enhance operations at Harvard Diggins Library).

Other Community Organizations (Chamber of Commerce, Scouts, Harvard School District, etc.)

Personnel Management

1. Directs staff to meet the operations requirements for the Harvard Diggins Library
2. Monitors personnel timecards, vacation, sick leave, and submits information to the City of Harvard as required.
3. Submits annual reviews on all employees and discusses actions needed with City Library Board
4. Maintains adequate staffing within assigned operating budget.

Materials and Services

1. Reviews and revises collection management policies with City Library Board.
2. With Library staff, City Library Board, and public determines which electronic and print materials should be acquired for patrons of the Harvard Diggins Library.
3. Selects new materials and new media for the Harvard Diggins Library.
4. Determines criteria and timing of removing obsolete materials.
5. This job description reflects the City of Harvard Library Board's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.