**Eastern Shore Public Library**

**Job Title:** System Director

**Department:** Administration

**Supervisor:** Board of Trustees

**FLSA Status:** Exempt

**Prepared Date:** February 2024

**General Definition of Work**

Under the guidance of the Board of Trustees, performs professional work planning, directing, and coordinating operations of public library, administering library policies and procedures, planning for library technology, working with ESPL Board of Trustees on policy, financial, and facility planning, preparing and presenting required and special reports, maintaining records and files, and related work as apparent or assigned. Work involves setting goals and strategic planning under the direction of the ESPL Board of Trustees. Organizational supervision is exercised over all personnel within the organization.

**Qualification Requirements**

Successful job performance requires satisfactory performance of each essential function of the position outlined below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Functions**

* Plans, organizes, directs, and evaluates the activities of the public library while working closely with the ESPL Board of Trustees.
* Develops and implements strategic plan.
* Ensures state and federal aid requirements are met.
* Analyzes and manages library work systems and operations to meet public library needs; reviews operational and performance data; observes and evaluates community use of library; develops procedures and assigns responsibilities for library operations; plans and directs the work of professional, paraprofessional, and administrative support staff.
* Develops technology assessments and plans based on professional trends and the needs of the library, patrons, and staff.
* Recruits and selects library staff; coaches, disciplines and evaluates performance of library staff.
* Develops and manages library budget; plans and controls efficient utilization of resources.
* Directs the development and maintenance of the library collection; analyzes publishing trends and new formats, library usage patterns.
* Develops and administers public and governmental relations and marketing programs; collaborates efforts with various agencies and programs.
* Provides circulation and reference assistance to patrons as needed.
* Serves as Secretary to the ESPL Board of Trustees.

**Knowledge, Skills, and Abilities**

Comprehensive knowledge of full scope of professional public library principles, methods, materials, and practices; understanding of the principles and practices of general administration and supervision; thorough awareness of reader interest levels and library material types; knowledge of cataloging procedures and problems; ability to analyze library services challenges and participate in effectively solving them; ability to organize, manage, and motivate people; ability to prepare and present reports, budgets, and other presentations; ability to contribute to the employees’ training for library work; capacity to establish and maintain effective working relationships with Board members, patrons, and associates.

**Education and Experience**

Master’s degree from a school of library and information science program accredited by the American Library Association and a minimum of three years experience in library administration and management preferred.

**Physical Requirements**

This work requires the occasional exertion of up to 40 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

**Special Requirements**

Possession of Virginia State Library Board Certification

Possession of a valid driver’s license.