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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | LIBRARY DIRECTOR |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a library director entails the administration of libraries and performing related library services. It also consists of working in a variety of settings, including public libraries, schools, colleges and universities, museums, corporations, government agencies, law firms, non-profit organisations, and healthcare providers. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to give full attention to what other people are saying, and to actively look for ways to help people;
* Ability to monitor or assess performance of yourself, other individuals, or organisation to make improvements or take corrective action.
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| COMPETENCIES: | * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Integrity — Job requires being honest and ethical.
* Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
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| TASKS: | * Direct and train library staff in duties such as receiving, cataloguing, and equipment use;
* Manage the expenditure of library funds and allocation of resources;
* Ensure the level of patron service, and patron satisfaction meets the library’s goals and objectives;
* Establish priorities, procedures and general practises for the library;
* Evaluate performance and provide direction in the development of departmental goals;
* Implement the mission and goals of the library as set by the library board;
* Negotiate contracts for library services, materials, and equipment;
* Plan, organise, coordinate and direct the library’s service programs;
* Prepare annual budget documentation and justification for approval by the board;
* Provide input into the architectural planning of library facilities.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |