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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |