

## **Library Director's Duties and Responsibilities**

This is a supervisory position. The Board of Trustees will be responsible for the performance review to be done annually beginning December 2009. This review will be based on performance from the previous year and will affect raises and/or bonuses.

Performance evaluation will be based on but not limited to: performance of duties, effort, appearance (clean & tidy), efficiency, commitment and punctuality. It is an expectation that relevant library courses be completed as needed.

Duties as a librarian include:

- Assist patrons in a comfortable yet confidential manner.
- Supervise clerks and volunteers.
- Check books in and out accurately.
- Ensure that technical issues are dealt with.
- Order library materials
- Update the library webpage and maintain other social media as needed.
- Attend conferences and workshops as time and budget allow.
- Be an advocate for the Library.

As personnel manager:

- Scheduling of employees/ensure open hours are adequately covered.
- Perform annual job evaluations/make recommendations to the Board.
- Responsible for the hiring and termination of employees.
- Ensure regular staff meetings are held and deal with any issues promptly.
- Ensure staff are aware of educational opportunities.
- Conduct training sessions as necessary to ensure staff/volunteers have the knowledge necessary to perform their duties.

As administrator:

- Act as a liaison between board and staff.
- Act as secretary or treasurer, as required, to the Board / attend regular meetings.
- Attend the Library's Annual General Meeting / act as returning officer.
- Attend and participate at the North Central Libraries Federation meetings.
- Be responsible for the efficient operation of the Library.

As financial manager:

- Develop a preliminary budget by October each year / submit to Board.
- Apply for and administer grants.
- Keep monthly expenditures within budget limitations.

General:

- Initiate and / or assist with special projects from time to time.
- At the time of performance review, set your targets for the next 12 months.
- Work to ensure the Library targets are achieved.
- Ensure that the Library remains a welcoming and vital community resource.