

Dorothy Bramlage Public Library  
Job Description

**Job Title:** Library Director  
**Department:** Administration  
**Reports To:** Library Board of Trustees  
**FLSA Status:** Exempt  
**Salary Range:** \$70,000-\$100,000  
**Prepared By:** Library Board of Trustees  
**Prepared Date:** 3/10/2025

**SUMMARY**

Under the direction and guidance of the Board of Trustees, this employee will perform professional and administrative work in planning, developing, implementing and evaluating library services for the Dorothy Bramlage Public Library. This includes budget preparation, strategic planning, personnel, community relations, and financial and facilities management. Supervision extends to all library staff, either directly or through supervisors. In addition, significant time is spent representing the library at community meetings and events. This is a fulltime, salaried, exempt position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Develops long range plans and specific annual goals for collections, services, and programs that support the mission of the library, meet professional and ethical standards and meet present and future needs of the service area.

Prepares an annual budget for board approval and monitors and approves expenditures of library funds to stay within the approved budget.

Prepares for and assists with an annual audit performed by an independent firm as approved by the library board.

Oversees the daily operation of the library.

Serves as Head of the Administration Department including providing direct supervision for the staff in the Assistant Director, department head, technical support, technical services, administrative assistant and custodial positions.

Prepares for and participates in all library board meetings including the preparation of financial reports.

Prepares for and participates in board meetings for the friends of the library and library foundation. The director is a voting member of the friends board.

Administers all board approved library policies and makes recommendations for changes. This may include staff and community input for service changes.

Develops a public relations program to promote and publicize the library's collections, services, and programs within the service area.

Represents the library in the service area by joining and taking an active role in local educational, cultural, and civic organizations.

Participates as appropriate in professional and representational organizations including the State Library of Kansas and the North Central Kansas Library System.

Maintains a positive relationship between the library's component units, the Board, government officials, community leaders and the public.

Interacts with city and county officials for the maintenance of the parking area.

Oversees all personnel activities including hiring, training, staffing, evaluating and disciplining staff members either directly or through delegation to departmental supervisors.

Approves an annual program of staff development as developed and led by the Assistant Director

Conducts administrative team and staff meetings on a regular basis.

Compiles statistics and prepares them for report as appropriate including for the State of Kansas annual report.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have a/an:

- Comprehensive knowledge of the principles, methods and practices of professional library science and administration.
- Comprehensive knowledge of management principles and practices as they relate to library operations and administration.
- Working knowledge of library automation systems, cataloging and classification, public relations procedures, budgetary and accounting processes, human resources and building maintenance.
- Knowledge of current trends and developments in the library field, including technology.
- Ability to analyze changing community needs and plan library services in relation to those needs.
- Ability to monitor, document, and accurately evaluate staff performance, including developing action plans for areas needing improvement.
- Ability to make decisions, act, and think under pressure.
- Ability to prioritize and delegate work, and to handle multiple responsibilities and interruptions.

- Ability to maintain confidentiality with respect to sensitive personal information for staff, along with the public. Superior oral and written communication and listening skills are required.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate clearly and concisely in both oral and written formats.
- Willingness to work evening and weekend hours and/or time beyond forty hours to carry out library and community responsibilities.
- Willingness to travel to workshops, meetings and events within and outside of the service area, including overnight, is necessary.

### **EDUCATION, EXPERIENCE AND TRAINING**

Masters Degree in Library Science or a related degree along with five years of progressively responsible library work, including three years in the supervision of a library department or a smaller public library is required.

### **PHYSICAL REQUIREMENTS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach, bend, lift, stoop or squat, and use manually operated equipment.