

DIRECTOR

QUALIFICATIONS

The Director of the Warsaw Community Public Library shall have a Masters in Library Science from an American Library Association accredited library school, with administrative experience, and shall possess an Indiana Library Certification III or above. The Director shall administer the overall operation of the Library.

DUTIES

- Implement the policies of the Board.
- Represent the Library in negotiations, public relations and other public events.
- Recommend staff for hiring and direct, supervise, educate, evaluate and discipline all staff.
- Prepare the annual budget for approval by the Board; manage the finances of the Library, and oversee the assets of the Library.
- Plan the annual Library operations to fit into the long-range Board plan of service.
- Remain current and knowledgeable about the libraries and appropriate methods of operation.
- Assist the Board in the governance of the Library by informing the Board of the status of the Library, recommending policy direction for the Board; reporting to the Board the results of Board actions; and preparing and submitting an annual report of the Library's progress to the Board.