

WILLIAM P. FAUST
Public Library of Westland

**DEPARTMENT HEAD
Job Description**

RESPONSIBILITIES OF POSITION:

Under general administrative direction, supervises assigned areas and performs complex and technical professional library work with minimal supervision from Library Director. Cross-training and working in other departments is a requirement. This position requires complete confidentiality. Classification is exempt status.

ESSENTIAL FUNCTIONS:

1. Supervises the department.
2. Manages the department's budget.
3. Oversees equipment purchases and maintenance for department.
4. Manages department's print and non-print collections.
5. Oversees collection development for department.
6. Seeks out potential partnerships.
7. Works on library-wide projects.
8. Must adhere to all policies, procedures, rules, and the hierarchy of the Library.
9. Develops and oversees department's programming.
10. Manages the department's print, non-print, electronic, and periodical collections.
11. Serves as Supervisor-in-Charge on rotating basis.
12. This position requires complete confidentiality.
13. Implements policies under general direction of Library Director.
14. Participates in the development of overall library policies, goals, objectives, and plans.
15. Evaluates effectiveness of library programs.
16. Evaluates results of departmental statistics.
17. Assists in compilation of library statistics and reports.
18. Acts as liaison to community groups and organizations.
19. Participates in fund raising, grant writing, and public relations output.
20. Participates in long-range planning.
21. Trains and updates staff working in the department.
22. Assists in developing and participating in library staff cross training.
23. Scheduled in other departments as needed.
24. Trains and evaluates department's staff.
25. Scheduled at Children's, Reference, and Circulation Service desks as needed.
26. Participates in all-staff shelving as needed.
27. Uses own vehicle for travel away from the library building.
28. Cross-training and working in other departments is a requirement.
29. Performs other related work as required.

KNOWLEDGE AND ABILITIES:

1. Considerable knowledge and understanding of basic library principles, procedures, technology, goals, and philosophy of service.
2. Ability to meet, communicate with, and deal effectively with staff and the public and maintain effective public relations.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.
4. Ability to write and administer a budget effectively.
5. Ability to write grants, bibliographies, and other related library output.
6. Ability to use knowledge and training to productively serve the needs of the library.
7. Ability to plan and direct library services and technical work.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate professional learning experiences.
9. Ability to deal harmoniously with patrons, vendors, and library staff.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending, twisting, and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing up to 60-80 pounds on wheels.
9. Mobility: travel to meetings and vendor visits outside the library building.
10. Ability to stand for long periods of time.
11. Ability to use a computer for long periods of time.

SKILL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information both in written and oral form.
2. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
3. Ability to Comprehend and Follow Instruction: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator and advanced calculations with a calculator.
5. Time Management: set priorities in order to meet assignment deadlines.
6. Planning and Organizational Skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods for accomplishing goals.
7. Equipment: computer literate.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment.
2. Flexible work hours including frequent evening and weekend hours.
3. Flexibility to substitute when staff shortages arise.

EQUIPMENT USED:

Computer terminal, library automation system, typewriter, calculator, copy machine, fax machine, printer, software programs, microfilm/fiche reader, change machine, telephone, cash register, printing equipment, audiovisual equipment, building security system, motor vehicle, and other equipment as added or required.

EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university.
2. Eligibility for appropriate Michigan Library certificate.
3. Three years experience in a library of equivalent size and relevant experience as a Department Head.
4. Or, any combination of the above education and experience.

Adopted Library Board, March 14, 2012; revised and Board approved February 8, 2017