



### Library Hours

Monday	9 a.m. - 7 p.m.
Tuesday	9 a.m. - 7 p.m.
Wednesday	9 a.m. - 7 p.m.
Thursday	9 a.m. - 7 p.m.
Friday	11 a.m. - 4 p.m.
Saturday	9 a.m. - 2 p.m.

## **SWCPL Director Job Description**

### **Administration**

- Oversee day-to-day operations of library.
- Act as an advocate for the library and serve as a liaison within the community; serve on community organizations as library representative.
- Develop policies and procedures for Board approval and implement same policies and procedures.
- Organize the services and staffing of the library to meet goals and objectives.
- Attend board meetings and keep Library Board abreast of what is happening in the library.
- Maintain records of all Board appointments, re-appointments, conflict of interest paperwork and other items as needed.
- Encourage staff continuing education, involvement and participation in professional organizations.
- Evaluate community needs and develop best methods of providing services.
- Prepare annual local- and state-required reports.
- Prepare, with Board assistance, long-range plans.
- Keep abreast of current trends, laws, and changes to plan for future library needs.

### **Bookkeeping**

- Perform all banking operations for library, including investments. Make deposits weekly or more often as necessary.
- Reconcile credit card statement.
- Review and approve payroll.
- Develop and implement library budget with assistance of Board and bookkeeper.
- Approve and order library supplies and materials. Collect estimates for larger items. Maintain file of vendor information.
- Approve purchases and invoices for payment.
- Maintain inventories of equipment and assets.
- Submit reports and documentation to the State Board of Accounts, Department of Local Government Finance and upload into Gateway as required.
- Communicate and act on library's behalf with government agencies, including Department of Local Government Finance, State Board of Accounts and Whitley County Council.

201 E. Front Street, South Whitley, IN 46787

Phone: 260-723-5321

Fax: 260-723-5326

[www.swcplib.com](http://www.swcplib.com)



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### **Human Resources**

- Hire, supervise, schedule and motivate staff.
- Prepare and submit new hire reports.
- Coordinate training of staff, including training of new staff.
- Evaluate all staff periodically.
- Promote/dismiss staff as needed.

### **Facilities**

- Oversee all repair and maintenance of building structure.
- Oversee repair and maintenance of library equipment and machinery, including electrical, plumbing, HVAC, security, fire extinguishers, elevators, etc.
- Oversee maintenance of grounds.

### **Technology**

- Apply for annual E-Rate benefits and submit related forms and documentation.
- Oversee the health of library technology.
- Plan technology improvements and develop policies for technology use.
- Work with the library's managed IT provider and oversee all technology installations and troubleshooting of computer hardware and software.

### **Collection Development**

- Keep up-to-date regarding popular materials and trends.
- Analyze community and professional trends to develop and maintain a valuable, accessible library collection.
- Oversee selection and purchase of library materials.
- Maintain familiarity with library materials.
- Develop balanced collection through the purchase of new materials and removal of older items.
- Schedule regular inventory and weeding procedures of collection.
- Keep Technical Services Department informed of new items being purchased to allow for the timely cataloging and preparation of materials for the public.
- Assist staff and patrons with questions about library materials.

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### **Other**

- Seek funding for library programs through grants and other avenues.
- Develop library programs, serving as Program Coordinator. Plan and schedule Program Committee meetings. Prepare contracts for presenters as needed. Oversee program budget and prepare monthly report of expenses.
- Attend and participate in meetings, seminars, classes, and conferences through affiliation with professional organizations.