

## NHPL Director Job Description, Measurements, and Yearly Evaluation

	<b>Job Responsibilities</b>	<b>Measurements</b>	<b>% Weight</b>	<b>% Complete</b>	<b>Score</b>
<b>Planning</b>	<p>1. The Library Director is responsible for developing a short tem yearly plan and a long term 5 year plan for Board approval that includes but not limited to: Mission, Vision, Goals and Objectives, Safety, Growth, Staffing, Resource Needs and Funding Needs. 2. The Library Director is responsible to provide a detailed measurement system of evaluation for the short and long term plans. 3. The Library Director is responsible for the successful completion of the short tem plan and a minimum of a yearly review of the 5 year plan to be updated as necessary and approved by the Board. The Director is responsible for identifying opportunities to make library operation more efficient through the development and implementation of the short and long term plans.</p>	<p>1. Board Approved Short Term and Long Term Plans 2. Board Approved Measurement System 3. Successful completion of Short Term Plan. Documented and approved efficiencies established during the year.</p>	30%	100%	30%
<b>Policy Making</b>	<p>1. The Library Director is responsible for making recommendations to existing policies or new policies that are needed to meet both the short and long term plans of the Library and any governing laws or regulations. 2. The Library Director administers policy and interprets policy to the staff, the public, and to all outside government and library agencies. 3. The Director is responsible to maintain an up-to-date NHPL Policy Manual that is distributed yearly to all staff and Board members.</p>	<p>1. Up-to-date approved Policy Manual that has been distributed to all employees and the Board. 2. Public perception of Board Policies.</p>	5%	100%	5.00%

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<b>Administration of the Library</b>	<p>1. The Library Director is responsible for the full administration of the day to day operations of the Library including but not limited to: Finances, - budget and costs, Customer Satisfaction, All Personnel, Required Reporting, The physical maintenance of buildings and grounds, the collections, IT. 2. The Library is to be Administered in such a way that a positive work environment is provided for employees and a friendly, customer focused service is provide to the community. 3. All progress, barriers to progress, and problems are reported to the Board by the Director at regular Board meetings including circulation data and trends. 4. The Library Director is responsible for the safety of all employees and customers and maintains all required OSHA standards and State required standards of safety and emergency action plans.</p>	<p>1. Appearance of Buildings and Grounds 2. Customer satisfaction surveys. 3. Collections relevancy. 4. Satisfactory Board Communication. 5. Injuries/Illness reports. 6. Compliance to all local, State, and Federal regulations.</p>	10%	100%	10%

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<b>Personnel</b>	<p>1. The Library Director employs and dismisses staff. 2. The Director maintains Job Descriptions approved by the Board of all positions. 3. The Director ensures that objective measurements of evaluation approved by the Board are in place for all employees and that goals and objectives are established each year, no later than February 1st, for each employee. 4. The Director is responsible for the yearly evaluation to goals and objectives of each employee and maintain evaluations and all personnel records. 5. The Director is responsible for making recommendations to the Board regarding working environment, salaries and benefits of employees. 6. The Director is responsible for identifying and implementing necessary employee training and opportunities for employees to continue their work education. 5. The Director is required to maintain an organizational Chart that provides employee names, Job Titles, and reporting structure.</p>	<p>1. Job Description records. 2. Yearly Evaluation Records. 3. Employee Satisfaction through 360 degree reviews of management. 4. Turnover rate. 5. Number of continuing education courses taken by employees.</p>	15%	100%	15%

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<b>Budget</b>	1. The Director prepares a preliminary yearly budget for Board review and approval. The budget includes firm revenues and costs associated with the approved plans and finds ways to be more financially efficient in delivering services. 2. Decides on expenditures based upon a Board approved budget.	1. The Preliminary Budget. 2. Expenditure competency.	10%	100%	10%
<b>Board Meetings</b>	1. The Director attends all regularly scheduled and special Board Meetings. 2. The Director gives proper notice as per the Open Meetings Law to the public regarding all meetings. 3. The Director along with the Board President prepares an agenda for all meetings including all supporting documentation and information to be discussed to each Board member no later than 3 days in advance of a meeting. 4. The Director appoints a staff member to take and prepare the minutes of all meetings for dissemination to all Board members no later than 3 days subsequent to any meeting. 5. The Director prepares for all regularly scheduled meetings all required monthly and yearly reporting including but not limited to a monthly evaluation of progress to plan (including budget) and describes all barriers to plan success.	1. Attendance. 2. Public Notice System. 3. Agendas and associated information prepared and distributed. 4. Monthly and yearly reports completed and presented.	10%	100%	10%

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<b>Public Relations</b>	1. The Director is the voice for the Library within the community. 2. The Director maintains positive relationships with schools, community organizations, government agencies, and the Public. 2. The Director involves the Library in community events for the purposes of public education of Library services and offerings. 3. Keeps the Board informed of Public perception of the Library and it's services.	1. Community events participated in - minimum 1 per quarter. 2. Positive Community perception through customer feedback surveys.	10%	100%	10%
<b>Advocacy</b>	1. Supervises all library reports, press releases, ads. 2. Maintains contact with Town, Village, County, and State legislative bodies and Library groups. 3. Keeps the Board informed of all government funding and legislative issues of libraries. 4. Supervises acknowledgement of gifts.	1. Participates in government meetings - minimum 1 Town Board Meeting per quarter. 2. Member of local community organizations - minimum of 2. 3. Proper recognition of public gifts and record of same.	5%	100%	5%

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<b>Continuing Education</b>	1. The Director maintains an active program of personal continuing education through the NYLA, ALA, Mid-York LS, or any privately held management or library courses/seminars. 2. Informs the Board of all new methods of library efficiency and customer satisfaction.	1. The number of management/library courses/seminars taken - minimum 2 per year. 2. Board acknowledgment of new library process/procedure/methods presented.	5%	100%	5%
				Score	100%