



**Position Title:** Department Head MLS  
**Immediate Supervisor:** Executive Director  
**Pay Grade:** 21 (\$27.66 - \$41.51)

**Qualifications:** Masters in Library Science  
3-5 years of Supervisory Experience  
Work days/evenings/weekends

**Position Description:** Responsible for the general operations of the assigned department. While duties will vary between specific departments, this reflects the responsibilities at the MLS department head level. The MLS department head will set a high standard of service, reflecting the values and mission of the Library, both internally and externally.

**Essential Duties and Responsibilities:**

1. Manages and schedules staff assigned to the department.
2. Maintains and develops the collection of the assigned department.
3. Evaluates staff annually, recognizing those employees for development and retention.
4. Requests and adheres to departmental budget.
5. Plans programs and events, weekly, monthly and annually.
6. Strategizes 3-5 years for changes and trends for the department, setting attainable goals to forward the mission of the Library.
7. Recommends policies to Administration that will strengthen library services.
8. Keeps the Procedure Manual of the department up to date.
9. Keeps up to date with current trends through workshops, trade journals and electronic resources.

**Required Abilities:**

1. Effective management skills
2. Excellent communication skills both orally and written
3. Problem solving skills
4. High level of interacting effectively with patrons and staff
5. Excellent attendance and promptness
6. Exhibit knowledge of library operations and budgetary functions

*NOTE: This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

**Employee Acknowledgement:**

I have read and understand this position description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date