

Last Revised: 08/11/2026

Job Title: Library Director (Full-Time, 40 hours a week)**Description Type:** ☒ Revised ☐ New**IMRF Eligible:** ☒ Yes ☐ No

Position Description updated 11/23/11 and approved by HAPLD Board of Trustees 02/14/2012; Amended and Approved by HAPLD Board of Trustees 09/13/2016; Amended and Approved by HAPLD Board of Trustees 11/13/2018; Amended and Approved by HAPLD Board of Trustees 08/11/2026

Fair Labor Standards Act Status: Exempt Employee**Reporting Relationship:****Reports to (Title):** Hudson Area Public Library District Board of Trustees**Position Summary:**

Under the policy guidance and direction of the Hudson Area Public Library District Board of Trustees, the Library Director oversees all operations of the library staff and facility.

Essential Job Duties and Responsibilities

- **Staff:** Supervise all employees; perform scheduling, hiring, reviews/evaluations, delegation of duties, daily communication, professional development opportunities, staff meetings and staff trainings; develop and review staff job descriptions; recommend and administer personnel policies as approved by the trustees.
- **Adult Programming:** Design, schedule, oversee, promote, and attend adult programming, including Literary Guild (bi-monthly), and at least 2 other special programs per year.
- **Building and Grounds Maintenance:** Oversee maintenance of building and grounds; pursue contracts and quotes with trustee approval; contact contractors or volunteers for repairs; order shelving/furnishings; oversee rearrangement of furnishing/shelving; proactively address the needs of the library facility; manage emergency or unforeseen facility issues.
- **Children and Teen Programming:** Supervise Youth Services Manager and assist when needed; purchase supplies for programming with assistance from YSM and children's programming assistants.
- **Collection Development:** Select all CDs, DVDs and adult materials; oversee de-selection and make final decisions for deletion; manage disposal of all de-selected materials; oversee sorting of all donations; read review sources; track acquisitions; communicate decisions on processing; research, purchase and promote databases.
- **Community Outreach:** Collaborate and communicate with local groups and community leaders.
- **Financial:** Work in conjunction with the trustees to develop and oversee annual working budget, annual Budget & Appropriations Ordinance, and annual Tax Levy; prepare bills; perform regular deposits; manage petty cash; oversee Quickbooks in cooperation with bookkeeper; prepare monthly financial reports for Board Meetings.
- **Grants:** Write Grants for materials; participate in group grants through RAILS; write reports for grants; administer grants.
- **Hudson History Room:** Consult with HHR volunteers/staff; meet with HHR Committee as needed; recruit interns as needed; support continuing education on historical preservation; purchase supplies.
- **Insurance:** Monitor insurance coverage on building and materials; ensure surety bond is adequate to state requirements; meet with insurance representatives as needed.
- **Policies and Procedures:** Create new policies when needed with input and approval by trustees; review policy handbook for updates/corrections; review procedures handbook for updates/corrections; educate/communicate policy decisions to staff and patrons; address patron concerns while upholding library policy.
- **Professional Development:** Participate in RAILS; attend ILA and/or other workshops/conferences; attend Tri-County Directors' meetings; pursue other training as necessary.
- **Publicity/Marketing:** Communicate library events and news using a variety of effective means; perform web page upkeep; oversee creation of flyers, displays, brochures, and other promotional pieces; oversee social media accounts.
- **Reporting:** Prepare required reports for state and county including Per Capita Grant, Illinois Public Library Annual Report (IPLAR), and Illinois Library Certification; write monthly report for board meeting; track statistics and evaluate circulation trends.
- **Technology:** Oversee circulation system updates and use; purchase computers; perform and/or delegate technology tasks as needed; evaluate and purchase new technologies depending on needs of the community.

- Legal: Keep up to date with library and human resource law changes; inform the Board of Trustees of those changes; assist Board President and Legal Secretary with library ordinances; serve as FOIA officer and abide by FOIA regulations; maintain and store all required library records and manage records retention schedule.

Other Job Duties and Responsibilities

- Check materials in and out
- Shelf materials as needed
- Assist patrons with book selection
- Answer reference questions
- Instruct patrons in the use of online catalog and other computer equipment
- Receive library incoming calls, answering questions or directing calls to the proper staff
- Telephone library users for reserve books
- Process and catalog new library materials for circulation
- Move books in new status out into collection after 6 months
- Create publicity materials
- Delegate or complete light maintenance tasks.

Closing Statement:

- Other duties as assigned.

Qualifications:

- Bachelor's degree required; MLIS degree preferred
- Experience supervising employees and working in a library setting for at least 2 years required
- Possess computer, organizational and communication proficiency
- Excellent writing skills are imperative as position requires writing reports and grants
- Required to learn library circulation system
- Strong customer service skills mandatory
- Strong knowledge in adult reading and programming preferred.

Working Conditions/Physical Requirements:

- Must have flexible work schedule to include occasional evenings and Saturday hours, as well as the ability to cover for sick or absent employees
- Shelving materials (sometimes overhead or at floor level)