

Title: Library Director

Position Overview:

Under the direction of the Library Board of Directors, the Library Director's primary responsibilities are to develop and maintain an outstanding public library and to encourage as many community residents as possible to take advantage of its resources. The Library Director manages every phase of library operation including planning, programs and services, technology, collections, budget, personnel, public relations, building, and equipment.

Primary Responsibilities and Duties:

Policies and Planning

- Recommends policies to the Library Board of Directors and ensures proper implementation.
- Establishes priorities and assists the Library Board in short and long range planning.
- Evaluates, plans, and oversees the implementation of the library's programs and services.

Financial Management

- Prepares and administers annual budget in consultation with the Library Board.
- Identifies and pursues grant and other sponsorship opportunities for library programs and services.
- Prepares bids and specifications for library procurement and/or contracts.

Personnel

- Administers all aspects of the library's personnel policy including:
- Hires, evaluates, and dismisses library personnel.
- Ensures proper and thorough training for all staff new in their positions.
- Responsible either directly or indirectly for supervision of all library personnel.
- Delegates responsibility and authority to staff members in a way that empowers them to do their jobs well and accomplish the mission of the library.
- Identifies and recommends continuing education opportunities for staff members and trustees.

Library Services

- Identifies community needs and interests, and evaluates, plans and oversees the implementation of the library's programs and services to meet these needs.
- Coordinates selection of all library materials to build and maintain a balanced collection, and has final authority for addition to or deletion from the library's collections.
- Oversees the administration of the library's computer and technology services to meet the needs of staff and patrons.
- Oversees selection and purchasing of furnishings, equipment and supplies needed for library operations.

Communications

- Prepares written reports required by the Board, State, and other appropriate bodies.
- Directs a public relations program to publicize and promote the library's collections, services, and programs within the community.
- Fosters cooperative partnerships with community agencies and organizations.
- Represents the library, and participates where appropriate, in inter-library and inter-agency affairs at local, state, and national levels.

Board of Directors

- Establishes and fosters close working relationships with the Library Board of Directors.
- Attends Board of Directors' board and committee meetings to inform them of ongoing library business.
- Acts as liaison between the Board of Directors and staff.

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Facilities Maintenance

- Supervises general maintenance of library building, grounds, equipment, and furnishings.

Other

- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities.
- Performs routine library duties as needed.

Supervision Received:

Receives general supervision and policy direction from the Library Board of Directors.

Supervision Exercised:

Responsible either directly or indirectly for supervision of all library personnel.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of principles, practices, and techniques of contemporary public library administration, automation, and finances.
- Ability to establish and maintain effective working relationships with the Library Board of Directors, subordinates, town agencies, community groups, and the general public.
- Communicates effectively orally and in writing.
- Interprets community interests and needs and reflects these in library services and programs.
- Provides leadership and direction which encourages staff development and growth.

Minimum Qualifications:

A Master's degree in Library Science from an ALA accredited college or university, plus five years of progressively responsible professional library administrative experience including three years supervisory experience with budgetary responsibilities.

Physical Requirements:

- Ability to lift and/or move materials up to 25 pounds.
- Ability to push a loaded book truck, up to 300 pounds.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Ability to operate a keyboard at efficient speed and typical business office equipment, including computer hardware.
- Regularly required to talk or hear; use hands to operate objects, tools or controls; and reach with hands and arms.
- Vision and hearing at or correctable to "normal ranges."
- Occasionally required to attend off-site meetings.
- Occasionally exposed to outside weather conditions.

Accommodations:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Approved by the Library Board of Directors June 23, 2014