

LIBRARY DIRECTOR

Position Purpose:

The purpose of this position is to perform complex supervisory, administrative and professional work in planning, organizing and directing all library services and activities. Performs managerial duties related to personnel, budget, collection development, building maintenance and library operations and services in conformity with the policies established by the Board of Library Trustees. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the town library and in the development and delivery of library services to meet individual and community needs.

Supervision Received: Work is performed under the policy direction of the Board of Library Trustees and the Town Manager

Supervision Given: Provides supervision of library part time employees, developing job direction, assigning tasks, instructions and monitoring performance.

Job Environment:

Work is performed under typical office and library conditions; the noise level is moderately noisy; occasionally may be required to work outside of normal business hours. Library hours may require attendance at evening meetings and the employee is on call to respond to emergency situations.

Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Employee has frequent contact with the general public, other libraries, professional organizations, civic groups, schools, state agencies as well as with various town departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

Has access to all department-related confidential information, including personnel records, bid documents and patron records.

Errors could result in adverse public relations, damage to the library building and equipment, reduction in the level of library service and have legal and/or financial repercussions for the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Manages the library collection and facility and with the Library Trustees develop policies, goals and objectives to reflect the needs and interests of the community and implements them.

Serves as advocate for the library, library building and patrons and services.

Schedules, promotes and publicizes library services and programs to the community.

Participates in the hiring of staff, scheduling, training, supervising and reviewing staff and volunteers.

Prepares and administers the library budget. Applies for grants and administers funds.

Attends to the physical needs of the building.

Purchases all materials: books, supplies and equipment.

Reads professional reviews and makes decisions regarding purchases and weeding.

Supervises and participates in all aspects of patron services; circulation, interlibrary loan, cataloging and processing of books and materials.

Represents the library at meetings at local, regional and state levels.

Prepares statistical reports on service and finances and reports them to the Library Trustees, State Board and Town.

Ensures library services meet local, state and federal regulations.

Attends training programs related to the field.

Attends to patrons, provides instruction on the use of library, internet, regional and state library services and library equipment such as fax, copier, etc.

Works at the circulation desk and performs all duties; circulation, cataloging, reference, story hour provider, and book discussion facilitator.

Performs janitorial duties as necessary.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's Degree ~~in~~ (Library Science preferred); three to five years of progressively responsible experience in library administration, including personnel management, fiscal management, program development and facility management; or any equivalent combination of education and experience.

Special Requirements:

Certificate of Librarianship

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of professional library work; and thorough knowledge of the management and organization of library operations including administration, personnel and finance. Thorough knowledge of all technologies currently used in libraries. Basic building maintenance and public administration management knowledge. Working knowledge of computerization and appropriate library applications. Working knowledge of state procurement laws.

Ability: Ability to supervise staff in an effective and supportive manner. Ability to establish and maintain working relationships with organizations, departments and officials. Ability of leadership, independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to operate standard office equipment.

Skill: Excellent planning and organizational skills. Catalog and reference skills. Skill in pursuing and administering grants. Excellent oral communication skills. Proficient computer skills and budgetary skills; interpersonal and problem-solving skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects occasionally weighing up to 30 pounds. Must be able to communicate.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)