

JOB DESCRIPTION

April 2021

LIBRARY DIRECTOR

40 hours/week

Summary

The Library Director is responsible for all aspects of the day-to-day administration of the Library in accordance with the policies adopted by the Library's Board of Commissioners. As such, the Director supervises all other Library staff. The Director works with the Town Manager and Library Commissioners to develop the Library's annual budget and has responsibility for keeping the operations of the library within the parameters of the approved budget. The Library Director has overall responsibility for collection development and oversight of all library services, delegating as necessary and appropriate. The Library Director works with the Library Commissioners on strategic (long-range) planning and is a spokesperson for the Library.

Duties

Administration/Supervision

- Hire/terminate, train, schedule, and supervise all library staff, substitutes, and volunteers.
- Develop and review staff job descriptions in collaboration with Library Commissioners.
- Evaluate staff performance on an annual basis.
- Operate the Library within the approved budget.
- Carry out policies adopted by the Library Commissioners and make policy recommendations to the Commission.
- Work with the Town Manager and Library Commissioners to prepare the annual budget.
- Attend Library Commission meetings and report on library operations.
- Attend meetings of the Friends of the Library and advise on projects to benefit the Library.
- Coordinate with the Public Works Director on maintenance of the physical Library plant and the grounds.
- Prepare an annual report to the Town, to be published for Town Meeting
- Files the annual Library Report and the Vermont Library Standards application.
- Work with the Library Commissioners on strategic planning and implement the approved long-range plan.
- Seek and write grant proposals as needed for collections, programs, and equipment.
- Develop and oversee public health protocols in line with state and national guidance.
- Possess basic knowledge of library administration and a willingness to learn.

Patron Service

- Ensure a high level of patron service and attentiveness from Director and staff.
- Run the Help Desk, as needed.
- Assist patrons with reference and reader's advisory needs.
- Assist patrons with technology related needs.
- Respond to patron complaints and suggestions.
- Supervise the development of programs that appeal to variety of ages and interests.

- In conjunction with the tech librarian, supervise the planning, use, purchase, and maintenance of technology to deliver, monitor, and enhance library services. This includes providing staff training.
- Oversee and contribute to the Library's online and social media presence.

Collection Development

- Work to build and improve the Library's collections of print, non-print, and digital materials to reflect community needs and interests.
- Seek out community input in developing the collection.
- Keep abreast of publishing trends.
- Oversee the organization of library collection and placement of materials.
- Weed collection periodically to keep it current and fresh.
- Handle donations of materials.

Community Relations

- Implement initiatives that inform the community of Library services and programs, including communicating regularly with patrons about Library services and other relevant information through digital means such as the newsletter, social media and/or email.
- Coordinate outreach to community groups.
- Cooperate and collaborate with community partners, including Waterbury Recreation, local schools and other community organizations.
- Cultivate strong relationships with community leaders on behalf of the Library.
- Maintain Library participation in community-wide events (Parades, Arts Fest, etc.)

Other

- Maintain Library participation in the statewide interlibrary loan system.
- Represent the Library in professional associations and serves on professional and community committees as appropriate.
- Serve as the Library's representative to the Catamount Library Network and ensure that the Library maintains its membership responsibilities in the Catamount Library Network.
- Work to make the Library a safe and welcoming space for patrons and staff.
- Have excellent written and verbal communication skills, as well as being a good listener.
- Assume additional duties as required.

Professional Development

- Attend professional conference(s) and relevant library webinars and workshops, as time, budget, and the needs of the Library permit.

Qualifications

- Master of Library Science plus two years of experience working in libraries *OR* a Bachelor's Degree and a minimum of five years of experience working in libraries, preferably as a librarian or library director in a public or community library.
- Vermont Certificate of Librarianship strongly preferred.

- Ability to manage a budget.
- Experience working with the public.
- Knowledge of integrated library systems.
- Strong communication skills and computer skills.
- Enthusiasm for the role of public libraries as community hubs, centers of learning, and transformative institutions.