



## Job Description – Library Director

Reports to: The Board of Library Commissioners

Classification: This is a full-time, salaried-exempt position.

### **POSITION SUMMARY AND PURPOSE**

The Library Director (“the 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 (“Commissioners”). This includes ensuring quality patron services; overseeing, supporting, and developing staff; managing operations within the annual budget; coordinating community outreach efforts; and developing and managing the library’s print, digital and non-traditional collections. The Director also develops policy and strategic (long-range) plans with the Commissioners and works with the Town Manager and Commissioners to plan and develop the annual budget.

The Director serves as the public face of the library and regularly interacts with various members of the public, other municipal employees, town boards and committees, the media, and other entities.

### **ESSENTIAL JOB FUNCTIONS**

#### *Administration/Supervision*

- Strive to make the library a safe and welcoming space for patrons and staff.
- Hire/terminate, train, schedule, supervise and evaluate all library staff. Schedule and supervise volunteers.
- Develop and review staff job descriptions in collaboration with Library Commissioners.
- Develop the library budget in collaboration with the Town Manager and Library Commissioners; ensuring operations are executed according to the adopted budget.
- Carry out policies adopted by the Library Commissioners and make policy recommendations to the Commission.
- Attend Library Commission meetings and report on library activities and future plans.
- 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
- File the annual Library Report and the Vermont Library Standards application.
- Work with the Library Commissioners on strategic planning and implementing approved long-range plans.
- Seek and write grant proposals as needed for collections, programs, and equipment.

#### *Patron Service*

- Ensure a high level of patron service and attentiveness from staff and volunteers. Provide direct patron services as needed.
- Respond to patron complaints and suggestions; recommend and implement operational changes to best serve patrons.
- Supervise the development of programs that appeal to variety of ages and interests.
- In conjunction with the technology librarian, supervise the planning, use, purchase, and maintenance of technology to deliver, monitor, and enhance library services. This includes providing staff training.

- In conjunction with the youth librarian, oversee youth programming and, when possible, collaborate with the Town recreation department.
- Guide 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. Keep abreast of library publishing trends.
- Seek out community input in developing the collection.
- Oversee the organization of library collection and placement of materials and weed collection periodically to keep materials current and fresh.
- Manage donations of materials and assist the Friends of the Waterbury Public Library in the sale of donated materials.

#### *Community Relations*

- Implement and/or oversee 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.
- 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.).

#### *Professional Development*

- Attend professional conference(s) and relevant library webinars and workshops, as time, budget, and the needs of the library permit.
- Support staff members in their pursuit of professional development.

#### *Other*

- Maintain library participation in the statewide interlibrary loan system.
- Represent the library in professional associations and serve 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.
- Assume additional duties as required.

### **QUALIFICATIONS**

If you are passionate about the important role of public libraries and believe you have what it takes to be successful in this position, please apply even if you don't possess every qualification listed below. We welcome applications from first-time Directors and appreciate the opportunity to consider your application.

#### **Education and Experience**

- Master of Library Science and 2+ years' administrative/management experience in a library.
- OR** a bachelor's degree and 5+ years' administrative/management experience in a library; together with a basic knowledge of library administration and a willingness to learn.
- Experience helping to advance the role of public libraries as community hubs, centers of learning, and transformative institutions.
- Experience interacting with the public and enjoyment of that role.

## **Skills and Abilities**

- Leveraging organizational and project management skills to effectively tackle competing priorities and adapt to quickly changing environments.
- Developing and managing a multi-faceted budget.
- Leading by example, inspiring, coaching, managing, and developing individuals and teams in accord with organizational values and mission.
- Establishing and maintaining trust with staff members through effective delegation and a well-developed understanding of all roles and associated successes and challenges.
- Effectively communicating through active listening; effective interpersonal, written and verbal communication skills; including public speaking.

## **Preferred Qualifications**

Vermont Certificate of Librarianship.

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## **TOTAL COMPENSATION**

**Base Salary:** A starting salary commensurate with the candidate's qualifications will be offered within a hiring range of \$75,000.00 – 80,000.00.

## **Benefits:**

- Health insurance: 100% employer paid coverage through MVP's Bronze3 plan. Deductibles are \$1,650 for individuals and \$3,300 for 2-person and family coverage.
- Health Savings Account (H.S.A.) – To offset deductible costs, the Town contributes \$206.25 quarterly for an Individual Plan and \$412.50 quarterly for all other plans.
- Paid Time Off: Vacation accrued monthly up to 10 days/year through year 5; sick time accrued monthly up to 12 days/year; 1 personal day after year 1; and 11 paid holidays.

## **WORK LOCATION AND TRAVEL REQUIREMENTS**

The Library Director primarily works on-site, working remotely when needed.

There is occasional travel to visit other libraries, attend meetings; help with or attend events; and represent the organization at the local and state level. On average, the Director attends four evening meetings per month, occasionally attends and/or helps host local events on weekends, and travels overnight once a year to attend an out-of-state conference. A valid driver's license and a reliable, insured vehicle are necessary.

## **HOW TO APPLY**

The Library Commissioners are working with Beth Gilpin Consulting, a local search firm that will receive all applications and communicate with candidates as needed. To apply, please submit a cover letter and resume by visiting <https://bethgilpin.com/current-openings/>. The search committee is considering applications on a rolling basis for interviews starting in February. Please note that an application deadline may be added in the coming weeks.

Individuals seeking additional insights before applying may request a confidential exploratory call by contacting Beth Gilpin at [careers@bethgilpin.com](mailto:careers@bethgilpin.com).

The Town of Waterbury is an equal opportunity employer.