

## **LIBRARY DIRECTOR JOB DESCRIPTION**

### GENERAL STATEMENT OF DUTIES:

This is a highly responsible administrative position involving the direction of a broad range of public library functions. Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendations, departmental planning, and direction and administration of library activity. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

### SUPERVISION RECEIVED:

Works under the general direction of the First Selectman and the Library Board.

### SUPERVISION EXERCISED:

Directs the library staff.

### ILLUSTRATIVE DUTIES:

Recommends policy and plans for the implementation of the broadest range of public library goals. Plans for short and long term resource requirements to meet objectives. Participates actively in long range planning process with the Library Board.

Directs the development and maintenance of the public library and its print collection, audio-visual resources, on-line resources and a wide range of other library materials.

Provides staff support to the Library Board and the Friends of the Library by assisting with meetings, preparing reports and implementing policy decided by the Library Board. Attends regular and special Library Board meetings as required.

Directs the preparation of the annual budget and presents the budget requests before the Library Board and the Board of Finance.

Directs and controls the expenditure of the Library funds in accordance with approved budgets. Works with the Library Board and the Friends of the Library to develop private funding for Library needs.

Confers with state agencies, other public libraries, corporations, and community groups in the development of Library programs for the town, region and state, and assists in coordinating interlibrary program efforts.

Confers with town officials and the general public to provide information and to resolve problems and complaints.

Directs the training of Library staff in technical and administrative Library skills.

Attends community and professional meetings and explains the Library systems, goals, objectives and policies to community groups, public officials and the general public to establish and maintain effective public relations and resolve any public concern.

Utilizes computer technology to promote and improve library services.

Supervises the Library web site and social media output.

Directs and participates in personnel actions such as hiring, termination, assignment and evaluation.

Supervises and participates in acquiring equipment and new Library materials in a variety of media.

Oversees the maintenance and management of the Library building and grounds.

Oversees the purchase and maintenance of equipment; computers, copiers, and other office equipment.

Selects vendors and/or contractors. Prepares specs for competitive bidding when appropriate.

Performs related work as required.

## **MINIMUM QUALIFICATIONS**

### KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of principles and practices of Library functions.

Thorough knowledge of the principles and practices of public administration as applied to a public library.

Considerable competence in oral and written communications.

Ability to administer the activities of the public library and to supervise the work of others and to provide financial management to the Library.

Ability to develop short and long term development in operations' plans and programs.

Ability to make decisions within deadlines in an environment of limited resources.

Ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, officials of other agencies, and the general public.

### **EXPERIENCE AND TRAINING:**

Master's Degree in Library Science (MLS) or Library Information (MLIS) from an ALA accredited college or university. The candidate must also have 5 years of progressively responsible library administration experience including at least 3 years in a supervisory capacity, or any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

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