

Library Director Job Description

Position Title: Library Director
Reports to: Library Board

POSITION PURPOSE:

The purpose of this position is to plan, direct, and organize all aspects of the Library, managing the daily operations and administration of the Library in accordance with sound business practices. This includes but is not limited to personnel management, budgeting, fundraising, short and long-term planning, oversees management of library technology, and overall responsibility for the building facilities. Regularly assesses the needs of the community we serve and establishes plans to respond as appropriate. Interacts with a variety of people in the community and town. Ensures the Library is providing excellent customer services.

ESSENTIAL FUNCTIONS:

- Maintains an active calendar of programs, activities and events at the Library. Maintains on-going cooperative relationships with local civic organizations, boards, and Town offices, including outward communications via electronic channels.
- Interacts with patrons and is a visible leader in the community; is a member of and participates in local, state or national professional organizations in order to update the Board on current Library trends.
- Attends and participates in Library Board meetings; prepares monthly Board reports, updating the Board on important strategic and operational matters as needed. Regularly reports on established Library metrics, that have been proven as indicators of progress.
- Supervises department heads and leadership team members; responsible for the on-going training and development of staff. Makes appropriate staffing modifications and scheduling changes in response to the needs of patrons and community.
- Oversees the maintenance and servicing of the facilities, controlling costs and notifying the library board of necessary improvements and repairs to the building and grounds; oversees the bidding process for external vendors as needed.
- Oversees the management and maintenance of library technology including hardware and software for staff and public use.
- Establishes and utilizes external expertise and resources such as the Connecticut State Library, CLC, and other Library associations, in addition to local vendors and consultants, to efficiently support the Library's operations.

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- Develops the Library's annual budget; presents the budget to the Board of Directors and the Town.
- Recommends and administers Library policies for approval by the Board of Directors.
- Remains informed and up-to-date on laws and regulations that affect the Library, filing required documentation in a timely manner and carrying out the provisions of such laws and regulations as required.
- Responsible for the completion of other duties as assigned.

QUALIFICATIONS:

- Master's degree in Library Science from an ALA accredited institution required. Five or more years of progressively responsible supervisory and management experience required. Excellent working knowledge of a public library and business principles and practices, and nonprofit management.
- Strong leader who is able to effectively communicate and interact with the public, Board, and staff in a courteous and professional manner. Ability to delegate effectively, encourage creativity and teamwork, and maintain positive collaboration among staff.
- Strong project management skills; ensures programs, Library initiatives, and building projects are on-time and within budget and deliver the intended outcome.
- Knowledgeable in general technologies affecting the operations of a Library, including popular social media platforms. Working knowledge of public access computers and the Internet; computer software including Windows, Windows Operating System, Microsoft
- Office, virus protection software, Peachtree, payroll systems, and general office equipment.

SUPERVISORY RESPONSIBILITIES:

- Supervises the department heads and leadership team members and ensures the on-going education of staff through in-house or outside resources. Ensures the development of all staff, with a focus on those responsible for opening and closing, and those who oversee the work of others.
- Meets with department heads and leadership team members individually and also collectively as a group on a regular basis to share updates and information; encourages participation in meetings. Fosters ideas and team collaboration;

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discusses short-term objectives and long-term planning; identifies challenges and generates solutions.

- Provides regular feedback to staff on their performance; annually conducts staff performance evaluations.
- Supervises maintenance personnel and ensures that building operations are consistently managed and maintained to high standards of safety and compliance.