**Wilder Memorial Library**

**Library Director**

**Job Description**

**Summary:**

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library, and for carrying out the policies adopted by the Library Board of Trustees.  S/he acts as the library spokesperson, promoting the use of the library by all members of the community.

**Supervision:**

The Library Director is appointed by and is responsible to the Board of Trustees.  The Library Director acts in collaboration with the Board of Trustees to hire other paid library staff.  S/he supervises all other library staff and volunteers.

**Major Responsibilities and Duties:**

**Service to the community**

The Library Director develops and maintains services that reflect and respond to the interests and needs of the town, including:

* Represents the Library in the community by promoting and publicizing the Library’s services and resources.
* Responsible for all aspects of collection development, including selecting, ordering and cataloging new materials in a variety of formats, including print, audio-visual and electronic, in accordance with the Library’s Selection Policy.
* Provides preference, interlibrary loan, and readers’ advisory and referral services. Helps the public use library materials and technology, including formal and informal training.
* Responsible for developing procedures for the smooth running of the Library (e.g. shelving, circulating and returning materials etc.)
* Participates in strategic planning for the Library in conjunction with the Board of Trustees.
* Develops programs that appeal to a variety of ages and interests and outreach and other services that extend the library’s reach into the community.
* Promoting and publicizing the library’s services and resources including a website, newsletter and social media.
* Provides an interesting and welcoming environment and develops and organizes displays and exhibits.

* Supervising day to day maintenance of the Library, reporting promptly any building maintenance or safety problems to the Chair of the Buildings and Grounds Committee and overseeing regular grounds maintenance and minor repairs as needed
* Attending workshops, classes, and meetings and reading professional journals in order to maintain perspective and keep apprised of developments in the field of librarianship.

**Support and Execution of Library Policy**

Follows policies adopted by the Board of Trustees, makes suggestions for changes as needed, and proposing ideas for the future, including:

* Participating in monthly trustees meetings.
* Maintaining files of important information including minutes of Board of Trustees’ meetings.
* Maintaining the policy file and passing policy information on to staff.

**Spending budgeted funds**

Spends and monitors budgeted funds in a responsible manner, including:

* Working with the Board of Trustees to develop an annual budget for adoption by the Board of Trustees.
* Helping the Trustees present an annual budget request to the town, and answering questions about library expenses as needed.
* Developing a system to track expenses throughout the year so that no shortfalls are encountered.
* Reviewing bills and passing them along to the treasurer for approval or payment.
* Accounting for cash donations and petty cash expenditures.
* Researching grant opportunities to further the work of the Library, writing grant proposals and carrying out grants as they are awarded.
* Arranging for use of the most cost-effective and/or operations-effective vendors.
* Cooperating with trustees and volunteers in fund-raising activities, including the annual book sale.

**Supervising and training staff and volunteers**

Hires in collaboration with Board of Trustees, trains, schedules, and evaluates all staff and volunteers, including:

* Reviewing and revising existing job descriptions and developing new ones as necessary, for board approval
* Teaching library policy and procedures to staff and volunteers, making sure each understands his/her individual responsibilities.
* Scheduling, organizing, encouraging, and supervising all staff and volunteers.
* Recruiting staff and volunteers as needed.
* Developing a procedure manual, emergency procedures, and other aids for staff and volunteers.
* Evaluating all staff performance

**Formal reporting**

Provides regular, written reports of library activity for the Board of Trustees, the town, and the state, including:

* Collecting, reporting, and analyzing library statistics.
* Preparing monthly written reports for the Board of Trustees.
* Completing occasional reports, surveys and requests for information from state and federal library agencies and associations.
* Preparing the annual statistical report and standards application for the Department of Libraries.
* Preparing the annual report for the Town report.

**Other duties**

* Whatever other tasks and responsibilities that the Board of Trustees may deem appropriate and needed after consultation with the Library Director.

**Minimum Qualifications:**

            A Bachelor’s degree plus library-related experience and willingness to earn certification as a public librarian in Vermont within five years.  A Master’s in Library Science from an ALA-accredited program would be desirable. Proficiency with computers, software, and the Internet are necessary.   Good leadership skills, imagination, a creative approach to problem solving, and a sincere interest in people are essential.

**Adopted by the Board of Trustees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**