Weathersfield Proctor Library
Ascutney, Vermont

**Weathersfield Proctor Library
Position Title: Library Director**

**Summary of Job Responsibilities**
The Librarian is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out policies adopted by the Library Board of Trustees. The Librarian is the library spokesperson, promoting the use of the library by all members of the community and fostering good working relationships with town government and organizations. The librarian is hired by and responsible to the Library Board of Trustees.

**MAJOR RESPONSIBILITES AND DUTIES**
**Service to the community** – Develop and maintain services that reflect and respond to the interests and needs of the town including:

* Participate in long range planning in conjunction with the Board of Trustees
* Collaborate with community groups, local school, Friends of the Library
* Develop procedures for the smooth running of the library
* Develop a collection of interesting materials in various formats: print, audio-visual, electronic
* Maintain the collection, weeding when needed
* Provide reference, interlibrary loan, reader’s advisory and referral services
* Assist patrons to use library material and technology
* Develop programs that appeal to a variety of ages and interests
* Develop outreach and other services that extend the library’s reach into the community
* Develop and organize displays and exhibits for both adults and children
* Promote and publicize the library’s service, activities and resources
* Oversee the scheduling and use of the library after hours

**Support and implementation of library policy** – Follow policies adopted by the Board of Trustees, making suggestions for changes as needed:

* Participate in monthly Board of Trustees meetings
* Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public’s questions about policies
* Serve as a liaison to the Friends of the Library group
* Maintain a working relationship with town government

**Fiscal responsibilities** – Spend and monitor budgeted funds in a responsible manner as sanctioned by the Board of Trustees

* Collaborate with the Board of Trustees to develop an annual budget
* Assist the trustees to present an annual budget request to the town, answering questions about library expenses as needed
* Track expenses throughout the year so that no shortfalls occur
* Review and approve invoices before forwarding them to the Town Finance Dept for payment
* Receive cash donations, fees and other revenue
* Maintain petty cash account (postage) and provide finance department with monthly accounting
* Arrange for the use of the most cost-effective vendors
* Assist and promote library fundraising activities with the Trustees or Friends of the Library

**Hiring, supervision and training staff and volunteers**

* Recruit staff and volunteers as needed
* Schedule and supervise staff and volunteers
* Maintain a procedure manual for staff and volunteers and update as needed
* Review and revise existing job descriptions and update for Trustee approval
* Train all staff and volunteers in appropriate library policy and procedures
* Evaluate staff performance at least annually

**Formal Reporting**

* Prepare written monthly reports for the Board of Trustees
* Collect and analyze library statistics
* Complete reports, surveys and requests for information from state and federal library agencies and organizations

**Continuing Education**

* Attend workshops and conferences related to library needs and inform staff and Board of Trustees of any workshops or meetings that might be of interest to them
* Affiliate with the Vermont Library Association
* Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

**Technology**

* Ensure the library web page contains relevant, current information
* Proficient in word processing/Microsoft Office
* Maintain library computers and offer basic computer and internet training for patrons
* Maintain automated circulation system

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library.

**Special Working Conditions**
Duties are performed indoors in a library/office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to do math at the algebraic level. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

**MINIMUM QUALIFICATIONS**

Library science degree or Vermont Library Certification preferred, and two-three years professional library experience, preferably in an administrative and/or managerial/supervisory capacity in a public library.

Approved by Weathersfield Proctor Library Board of Trustees February 19, 2015