



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

Director
Fletcher Free Library
City of Burlington, Vermont

POSTING DATE: July 13, 2016
RATE OF PAY: \$77,325 - \$86,419/year
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: Open Until Filled
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: NU SM 26

GENERAL PURPOSE:

The Director of Fletcher Free Library provides executive leadership and strategic direction for Burlington's Fletcher Free Library; a municipal library of 132,000 holdings, open fifty-eight hours a week providing library services and community programming to approximately 270,000 library visitors each year. This position is responsible for the oversight of the Library's day-to-day operations, dynamic community vision, and outreach, both directly and through library staff, volunteers and ten-member library commission comprised of City Council appointees and trustees. This position reports directly to the Mayor and is appointed on an annual basis.

Essential Functions:

Strategic Planning:

- In partnership with the Commission and staff, studies and makes plans to continuously improve the services of the Library System to meet the present and future community needs more effectively.
- Supports operations and administration of the Board by advising and informing commission members, drafting policies and recommending policies for Board action. Identifies and arranges for training sessions and documents for Board members and is the intermediary between Board and Staff.
- Keeps well informed of developing trends and issues in the library and information science field.
- Attends regular meetings at national, regional and local levels of professional librarians to remain knowledgeable about the changing realities of public libraries.
- Provides the direction and leadership so the Library can carry out the mission and vision and all the service goals and objectives of the Strategic Plan.

Financial Management:

- Prepares \$1.9 million + Annual Budget for approval by the Mayor and presents and defends the budget to the City Council and Board of Finance Committee of the City Council.
- Directs and participates in the development and administration of the Library's annual capital, operating, and other assigned budgets; monitors and authorizes expenditure.
- Evaluates, determines, and requests additional funds necessary for staffing, equipment, materials, and supplies; develops and schedules equipment purchases and replacements.
- Maintains financial control to ensure library operations conform to the budget.
- Responsible for management of Library's \$300,000 endowment.
- Works in collaboration with the Fletcher Free Friends of the Library's 501c3 to direct and oversee fundraising efforts and investments.

Community and Public Relations:

- Acts as principal public spokesperson for the Library in daily public activities, and maintains effective working relationships with City officials, departmental personnel, union representatives, community organizations, school groups and the general public.
- Submits monthly reports to Mayor, Commission, and PACC.
- Regularly attends meetings of City and community organizations.
- Serves as Library's principal spokesperson and answers questions from the media, the general public and other organizations.
- Assures the organization and its mission, programs, products and services are consistently presented in a positive image to the public.
- Develops public relations vehicles, including Annual Report of Library, and is the principal advocate in discussions with national, state and local library authorities.

Facilities Management:

- Manages 48,000 sq. ft. Historical Carnegie Library facility.

- Identifies need for capital building projects for the library and works with Capital Improvements Manager.
- Liaises with community partners to seek out private funding for capital needs.

Employee Management:

- Manages and evaluates performance staff of twenty four employees
- Directs and participates in personnel actions such as hiring, performance evaluation, discipline and termination, within the guidelines of the City's personnel policies and collective bargaining agreements.
- Establishes appropriate service levels and allocates staff resources accordingly.
- Prepares draft job descriptions, participates in recruitment and selection of new library staff
- Identifies library-specific training and development needs and ensures funding.

Information Technology Development and Management:

- Develops Library technology strategy with Library Staff and the City's CIO.
- Works with the CIO to evaluate current and emerging library technologies and applications to update strategy and vision for use of future technologies throughout the Library System.
- Identifies training opportunities and secures funding to ensure library staff is able to use technology effectively in the delivery of library services.

Fundraising:

- Oversees fundraising planning and implementation and supports strategic data manager.
- Identifies resource requirements, such as, collection materials, program sponsorships, technological needs and facility improvements.
- Liaises with community contacts to build partnerships for funding projects.
- Researches grant opportunities throughout private and public sectors.
- Establishes strategies and vehicles to approach potential businesses, organizational and individual donors.
- Submits request for funding proposals.
- Manages the administration of fundraising records and documentation.

Qualifications/Basic Job Requirements:

- Masters of Library Science degree from an A.L.A. accredited institution is preferred, along with five years of progressively responsible experience in a senior library management role. An equivalent combination of education and experience may be considered.
- Fiscal management including budget preparation, contract negotiation, budgeting trends.
- Demonstrated ability to make administrative decisions, interpret policies, leadership skills in terms of strategic thinking, institution building, fiscal management, human resource development and public speaking.
- Awareness and understanding of both current and emerging library information technologies.
- Comprehensive knowledge of all library functions: access services, acquisitions, youth services, collection development, reference, programs services, and ILS systems.
- Strong commitment to diversity and progressive development of cultural competency among the Library staff and larger Burlington community.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Successful participation in fundraising activities.
- Ability to establish and maintain effective employee and public relations.
- Strong oral and written communication skills.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE