

Hartland Public Library

Job Description October 2016

POSITION: Library Director

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. They act as 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 Director should be available to work a schedule of 35 hours per week, potentially including evening hours and some weekends.

SUPERVISION

The Library Director is appointed by and responsible to the Board of Trustees. The director hires and 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:

- Long range planning in conjunction with the Board of Trustees
- Collaboration with community groups, local schools, Friends of the Library
- Developing procedures for the smooth running of the library
- Developing a collection of interesting materials in various formats, print, audio-visual, and electronic
- Providing reference, readers' advisory, and referral services
- Helping the public use library materials and technology, including formal and informal training
- Developing programs that appeal to a variety of ages and interests
- Developing outreach and other services that extend the library's reach into the community
- Developing and organizing displays and exhibits
- Promoting and publicizing the library's services and resources
- Reporting any building maintenance and safety problems to the town manager; overseeing, with town manager, regular grounds maintenance and minor repairs as needed; and reporting building maintenance and repair updates to library trustees
- Overseeing the scheduling and use of the meeting room and the videoconferencing equipment
- 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

The Library Director follows policies adopted by the Board of Trustees, makes suggestions for changes as needed, and proposes ideas for the future, including:

- Participating in monthly trustees meetings
- Maintaining the policy file, passing policy information on to staff, and answering the public's questions about policies
- Serving as a liaison to the Friends of the Library
- Maintaining a close working relationship with town government

Managing the budget

The Library Director spends and monitors budgeted funds in a responsible manner, including:

- Working with the library treasurer 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
- Monitoring annual spending throughout the year and making adjustments in the event of unexpected expenses
- Reviewing bills and passing them along to the treasurer for approval or payment
- Receiving cash donations, fees, and other funds and passing them along to the treasurer
- Arranging for use of the most cost-effective vendors
- Writing grant proposals as appropriate
- Cooperating with trustees and Friends on library fund-raising activities
- Selecting appropriate books when funds are donated for memorial and gift books

Supervising and training staff and volunteers

The Library Director hires, 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 working with the assistant director, emergency procedures, and other aids for staff and volunteers
- Evaluating all staff performance at least annually
- Scheduling and facilitating regular staff meetings

Formal reporting

The Library Director 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

Other duties as assigned

MINIMUM QUALIFICATIONS

A Master's degree in Library Science from an ALA-accredited program and at least two years of public library administration are preferred. Candidates with both public library experience and supervisory experience in other areas will also be considered. A candidate with a bachelor's degree will be considered if willing to earn certification as a public librarian in Vermont within five years. Proficiency with computers, software, and the internet are necessary. Imagination, a creative approach to problem-solving, and a sincere interest in people are essential.