**Job: Library Director**

**Department: Library**

**Reports To: Board of Trustees**

**FLSA Status: Exempt**

**Prepared Date: May 9, 2017**

**Approved Date: pending**

This is a supervisory position directly responsible to the Pierson Library Board of Trustees. The Director also consults with the Town Manager as required. This position requires experience in personnel management, facilities management, and the specialized professional knowledge required of a Library Director. This position requires an MLS from an ALA accredited program and a minimum of five years of experience as a Library Director or Assistant Director.

This position is responsible for all aspects of management of the Pierson Library, including administrative duties, staff supervision and budget management; collections and technology development; community outreach; and long-term strategic planning. A focus on continued professional development is expected.

The holder of this position demonstrates a commitment to excellence through their attitude, professional appearance, and demeanor. The position requires flexible hours in order to observe the Library during all hours of public operation, and to attend Board meetings and other Town functions as necessary.

**Administration**

Staff: Hire, direct and manage staff and volunteers, including hiring, training, prioritizing, and supervising work. Responsible for conducting performance evaluations, including professional expectations. Establish master work schedules. Provide for staff training and development through internal and external opportunities. Responsible for implementing and evaluating staff team building, meetings, and safety drills.

Budget: Develop, implement and evaluate the Library annual operational and/or capital improvement budgets; monitor revenues and expenditures. Supervise Library payroll and direct use of substitute and part-time hours. Research, analyze and recommend/implement cost-effective improvements in Library operations. Evaluate vendors. Manage grant-funding opportunities, including identification and execution. Manage the evaluation and disposition of monetary and material donations to the Library.

General Administrative Duties: Develop and implement administrative record keeping, statistics, and reporting systems for Library functions. Such functions include but are not limited to services and programs, the building operating policies, procedures and methods to meet Library goals, Town objectives, State Library standards, and government regulations. Enforce Library and Town policies, local ordinances, and state and federal laws. Plan and prepare administrative reports. Create and post agendas as required.

Facility Supervision: Execute key planning tasks relating to the Library Facility, such as assuring a high standard of facility cleanliness and regard for the public health, ensuring the necessary capacity for the collections or technologies as needs change, and complying with safety and ADA regulations. Responsible for ensuring staff and public safety in the facility.

**Collections and Technology Development/Patron Services**

***Collections and Technology Development:*** Develop and modify print and non-print collections, including the selection, organization, maintenance, preservation, withdrawal, and disposal of materials. Undertake Library inventory at regular intervals. Explore non-traditional collection development, web-based research development, and local and specialty collection development. Stay abreast of emerging trends in library resources. Explore, analyze, and respond to Community needs.

Specific responsibility for Adult collection, including reading reviews of materials, selection of materials, and evaluating patron requests. Evaluation of donations of adult materials for inclusion in the Collection or for the Friends book sale.

Maintain knowledge of library automation and related technologies and implement technological advances. Develop, manage, and troubleshoot Library technology, services, and facilities in accordance with Town objectives, needs, and resources. Make major technology decisions and purchases, and oversee the implementation of emerging technologies.

***Patron Services:*** Provide direct patron services; for example, serve as principal reference librarian and provide reader advisory and technology assistance. Respond professionally to patron questions regarding censorship, collection development, technology usage and Library policy. Create, plan and coordinate, publicize, execute and evaluate all programming and services of the Library, with the support of staff.

Oversee development and implementation of customer service improvements. Lead staff self-evaluation and training in customer service.

**Outreach and Advocacy:** Promote and publicize the Library and its services to highlight the importance of the Library to the community. Engage with the community to assess needs that the Library can/should meet. Lead efforts to bring new patrons into the Library and to encourage lapsed patrons to re-visit the Library. Engage with the local business community, associations, and entrepreneurs to showcase the utility of the Library to them.

Coordinate home delivery services and programs at Senior Centers and local schools.

Direct creation of Library publicity, including press releases and calendars.

**Strategic Planning:** Execute key planning tasks related to the Library, including participating in the development of the 3-year Strategic Plan with the Board of Trustees. Aid in collecting and analyzing data for the planning process through research, focus groups, and surveys. Aid in establishing measurable goals for the Library and assuring that they support the long-range goals. Participate in its mission of solving the space and maintenance issues of the current structure.

**Liaison:** Act as liaison with the Town Manager and other Town personnel and Departments to plan, coordinate, and evaluate activities and systems, exchange information, and investigate and resolve problems. Coordinate Library activities with the Town and with school programs and services.

 Act as liaison with the Library Board of Trustees to plan and evaluate Library services, policies, facilities, and activities.

Act as liaison with the Friends of the Pierson Library.

**Professional Development:** Maintain knowledge of new developments in the library profession, including technological advances, through professional development opportunities. Facilitate, lead, and/or participate in meetings, proceedings, committees, and conferences. Represent the Library and the Town at external meetings and conferences.

 Participate in local professional organizations, such as the Shelburne Business Professional Organization and the Rotary.

 Participate in continuing education opportunities. When appropriate, lead professional development opportunities for Library staff.

Background check and pre-employment physical required. The Town of Shelburne offers competitive pay and excellent benefits, and is an Equal Opportunity Employer.