

## **Job Description – Library Director**

The Library Director is multi-dimensional position responsible for the daily operation of the library and the administration of all library services. It is the job of the Library Director to select and purchase all books and materials, assess the community's needs and to set objectives and goals for the library as well as provide guidance in the use of library resources. This position includes working with the Town Manager to prepare and administer the budget and manage library accounts. This job includes scheduling, hiring and supervising staff. Planning and preparing monthly and annual reports on the operations of the library for the Select Board and Town are also under the oversight of this position. It is imperative that the Library Director be able to work within the political and social structures of the community and to communicate effectively with staff and town management.

This is a leadership position that provides direction for the development of resources and takes every available opportunity to promote a positive image of the library. In this role, it is necessary to be able to speak before professional and civic organizations in order to positively represent the library and promote the services it provides to the diversity of the greater community.

A thorough knowledge of the practices and principles of library administration and an ability to work with others as fund raiser and resource person are crucial to the position. The Library Director works with the library assistants to provide materials and planning for library programs and events. The Library Director makes every effort, at all times, to provide information and technical support to patrons and visitors.

It is often necessary to work at the front desk and assist with daily library activities. This encompasses all daily operational work necessary to the flow of information and materials, including inter-library loan. A key component is staying in touch with all aspects of library management and providing guidance to create policies procedures that keep library functions operating smoothly.

This employee also has oversight of this building and its maintenance. It is necessary to make sure that the condition of the historic structure, if repairs are needed, is reported to the town manager.

## **Duties & Responsibilities:**

- Oversees the daily operation of the Library.
- Responds to daily requests for information and public inquiries of physical collection.
- Assists patrons in searching the library catalogue, internet and other electronic resources.
- Provides basic computer technical assistance and internet navigation as needed to patrons.
- Fulfills interlibrary loan requests from patrons and maintains records of request.
- Provides support to library aides in the daily maintaining of circulation files, records and statistics and other daily circulations duties, including entering of new patrons, overdue books, fines and other items as needed.
- Determines books and materials to be mended or weeded.
- Maintains membership in professional organizations and keeps informed of contemporary issues related to libraries and collections and their care.
- Supervises library programs and services effectively, including children's programs, community room scheduling and promotion of programs and services offered by the library.
- Works with the Town Manager to establish library policies and procedures.
- Assists the Town Manager in hiring library staff. Trains, schedules and supervises paid and voluntary library staff. Includes scheduling of vacations, holiday and special event coverage and recording of weekly hours worked. Provides payroll information to the town's Bookkeeper on a weekly basis.
- Maintains, prepares and submits reports to the Town Manager regarding circulation, patron count, and physical collections.
- Establishes and maintains effective working relationships with employees, Town staff and the public.
- Communicates with civic groups and elected officials regarding library issues.
- Develops collection management and cataloguing policies and procedures.

- Selects collections, periodicals and reference materials and input from the patrons, staying within the parameters of the budget.
- Maintains an accurate inventory of resources and collections.
- Performs cataloguing and classification of print, audio/visual and electronic resources using the library's cataloguing system or similar service.
- Evaluates donated material for suitability of the patrons and the library collection.
- Manages the planning, administration and budgetary functions of the library.
- Prepares preliminary yearly budget for presentation to and approval by the Town Manager and Select Board and Budget Committee. Prepares financial and activity reports as required.
- Prepares the yearly report to the Maine State Library and other reports as required that benefit the functions, promotion or budget of the library.
- Purchases books and library resources and supplies, staying within the parameters of the budget. Delivers invoices on a timely basis to the town's Bookkeeper for payment; keeping all accounts paid within vendor's payments terms.

## **Qualifications:**

### **Knowledge:**

- All technology systems in the library: Online catalog, Internet, MS Word, Excel, online periodical databases and other computer programs as needed.
- Photocopy machine (adding paper, toner, clearing jams, etc.).
- The Dewey decimal classification System.
- Basic photo editing software.
- Digital scanning equipment.
- Deep Freeze Software on public computers.

### **Ability:**

- To learn new technical skills as required by the job to keep up with changing technology.

- To deal with the public on a daily basis.
- To organize work and set priorities.

### **Education and Experience:**

- High School graduation.
- B.S or B.A preferred
- MLIS preferred
- Experience working in a library with experience in a management or supervisory position.

### **Certification:**

- Librarians who do not hold a degree in Library Science, should begin the Maine State Library's certification program within one year of employment and complete all levels within the time prescribed by the program.

### **Working Conditions:**

- Indoor a climate-controlled library with direct contact with the public.
- The employee is occasionally required to climb, balance, stoop and crouch.
- Hand-eye coordination necessary to operate computers and various office equipment.
- The employee must occasionally lift and/or move up to 20 pounds

### **Title of Supervisor:**

- The Town Manager is the immediate supervisor of the Librarian.