

LIBRARY DIRECTOR

Pay Grade: Salary set by Board of Trustees, benefit package available

Hours: Forty hours per week (2080 a year), evenings and Saturdays may be scheduled as needed

Department: Administration Department

Job Mission: To supervise, direct and maintain the Library as a whole, to maintain and supervise all staff and to support, maintain and direct the mission of the Library

Job Requirements: 1. Advanced degree, MLS preferable, or equivalent in experience and training
2. Experience in supervision/leadership and general administrative skills
3. Experience in long range planning
4. Experience in dealing directly with Library patrons
5. Ability to deal with fiscal planning and basic accounting
6. Ability to present a positive, friendly and professional image to patrons and staff
7. Ability to work without direct supervision
8. Ability to work and plan with a board of trustees
9. Ability to communicate with trustees, staff and the general public

Job Description: 1. Maintain and supervise the Library staff with particular attention paid towards supervisors
2. Supervise the maintenance of the Library facility
3. Supervise and maintain the various Library collections and equipment to allow and encourage free patron access informational, educational and recreational materials
4. Coordinate and maintain all appropriate Library reports
5. Maintain the financial records of the Library in coordination with the clerk-treasurer
6. Assist in maintaining appropriate patron behavior in the Library
7. Supervise and promote Library programming
8. Supervise and assist in maintaining all library automation and electronic systems
9. Supervise and encourage various literacy programs
10. Coordinate the procuring of appropriate supplies and other materials
11. Provide direct assistance and guidance to the staff as needed
12. Coordinate and create new policies and procedures as needed and/or directed
13. Coordinate with the Library management team in general Library activities
14. Coordinate and assist in the promotion of all appropriate Library activities
15. Coordinate with non-Library organizations to assist with Library appropriate Activities
16. Provide the Board of Trustees with all appropriate reports, financial statements and material needed or requested to oversee Library policies and general direction of the Library
17. Coordinate and encourage an environment at the Library conducive to life-long learning
18. Coordinate and encourage staff training and professional growth
19. Coordinate and resolve if possible, patron complaints, actions and activities
20. Perform other tasks or committee assignments as directed by the Board of trustees