

Job Advertisement
Library Director - Wilder Memorial Library (Weston, VT)
July, 2017

Weston, Vermont, an idyllic community in the southern part of the State, is seeking a Library Director for the Wilder Memorial Library. The Librarian is hired by and responsible to the Board of Trustees. The position is part-time, up to 24 hours per week. The hourly salary will be commensurate with experience. Qualifications include a 4-year college degree. Preferred applicants will have an MLS degree, library certificate and/or experience with non-profit management and grant writing or other equivalent experience. We will consider applicants with related professional experience and a willingness to pursue library certification. The Board expects to fill the position by October 1, 2017.

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library, including managing operations and the building and grounds, and establishing the library as an integral part of the community, assuring that the Library functions according to strict ethical standards and best practices for libraries. The Director works closely with and carries out the policies of the Board of Trustees. Flexibility, creativity, energy, initiative and excellent interpersonal skills are essential, as well as an understanding and appreciation of the role of the library in a community.

Some of the skills desired in the ideal candidate include:

- Strong interpersonal skills with children and adults
- Knowledge of computers, the internet, social media and library software
- Ability to exercise initiative and independent judgment
- Ability to manage and evaluate library operations
- Ability to prepare comprehensive monthly/yearly reports and budgets, presenting ideas clearly and concisely in written and oral form
- Creativity to develop and implement programs and services
- Ability to foster, motivate, establish and maintain effective working relationships with the public, associates, volunteers, community agencies, town government, and the Board of Trustees
- Ability to organize job responsibilities and work independently
- Ability to promote the use of the Library by all members of the community and act as the library spokesperson.

To apply, send cover letter, resume, and three references to wmlapplications@gmail.com Applications are due September 15, 2017.

About the Wilder Memorial Library: <http://www.wildermemoriallibrary.org>