

Wilder Memorial Library

Library Director

Job Description

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 following strict standards of ethics and best practices for libraries. With an understanding and appreciation of the role of the library in a community, s/he acts as the Library spokesperson, promoting the use of the Library by all members of the community. The following is a description of the major responsibilities and duties of the Library Director.

Supervision: The Library Director is appointed by and is responsible to the Board of Trustees. The Library Director acts in collaboration with the Board of Trustees to hire other paid Library staff. S/he supervises all other Library staff and volunteers.

Major Responsibilities and Duties:

Service to the Community and Operation of Library: The Library Director develops and maintains services that reflect and respond to the interests and needs of the community. The Director shall

- Represent the Library in the community
- Provide an interesting and welcoming environment, ensuring that the general appearance of the Library inside and out is clean, pleasant and welcoming
- Evaluate, select and purchase library materials, equipment and supplies
- Maintain the collection: organizing, repairing, cataloguing and weeding
- Provide reference, inter-library loan, and readers' advisory and referral services
- Assist the public use of Library materials and technology, including providing formal and informal training
- Develop procedures and staffing for the efficient operation of the Library
- Assess the community needs and interests and determine the Library's role in meeting them
- Create, initiate and execute Library programs and services that appeal to a variety of ages and interests
- Conduct outreach planning and other services that extend the Library's reach into the community; network with schools and community organizations
- Promote public relations and publicize the Library's services and resources, including maintaining the website, newsletter and social media
- Supervise day-to-day maintenance of the Library, including the cleaning of the premises and notifying Trustees of needed upkeep and repairs in a timely fashion,

- and overseeing regular grounds maintenance, e.g. mowing and snow removal
- Participate in professional development and keep abreast of current Library trends
- Work with the Board of Trustees on fundraising activities, including the annual book sale.

Work with the Board of Trustees in support of and execution of Library policies:

Follow policies adopted by the Board of Trustees, make suggestions for changes as needed, and propose ideas for the future. The Director shall

- Communicate regularly to the Board of Trustees, including notification of events and concerns
- Attend meetings of the Board of Trustees; prepare Director's report
- Maintain files of important information, Library policies and procedures, and minutes of Board of Trustees meetings
- Participate in strategic planning and goal setting with the Board of Trustees
- Apply for and administer grant funds in conjunction with the Board of Trustees
- Compile reports: overdue items, circulation, visits and other statistics, and any other reports requested by the Board of Trustees

Finances: The Library Director shall have an understanding of Library finances and the general record keeping requirements of a non-profit organization, and shall spend and monitor budgeted funds in a responsible manner. The Director shall

- Work with the Board of Trustees to develop an annual budget for adoption by the Board of Trustees
- Assist the Trustees in presenting an annual budget request to the Town and be able to answer questions about Library expenses; attend the annual March Town meeting and, as needed, Select Board meetings
- Develop a system to track expenses to budget
- Review bills and pass them along to the Treasurer for approval and payment
- Account for cash donations and petty cash expenditures
- Arrange for use of the most cost-effective and/or operations-effective vendors

Supervising and training staff and volunteers

In collaboration with Board of Trustees, the Director shall train, schedule, and evaluate all staff and volunteers. To that end, the Director shall

- Review and revise existing job descriptions and develop new ones as necessary, for Board approval
- Teach Library policy and procedures to staff and volunteers, making sure each understands his/her individual responsibilities
- Schedule, organize, encourage, and supervise all staff and volunteers
- Recruit staff and volunteers as needed
- Develop a procedure manual, emergency procedures, and other aids for staff and volunteers
- Evaluate the performance of all staff

Other duties

- Whatever other tasks and responsibilities that the Board of Trustees may deem appropriate and needed after consultation with the Library Director.

Minimum Qualifications:

A Bachelor's degree plus Library-related experience and willingness to earn certification as a public librarian in Vermont within five years. A Masters Degree in Library Science from an ALA-accredited program. Proficiency with computers, software, and the Internet. Effective leadership skills, imagination, initiative, a creative approach to problem solving. Strong public relations and communication skills, both written and verbal, and a sincere interest in people.

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