

Library Director Job Description

Stephenson Memorial Library

Summary: The Library Director reports to the Library Board of Trustees, and is responsible for planning, organizing, directing and managing all aspects of the library in conformity with Trustee policies and municipal and state laws and regulations.

Educational/Professional Requirements

1. Bachelor's Degree required; Master's degree in Library Science highly recommended.
2. At least 3 years experience in the field or relevant experience judged by the Trustees to be commensurate for this position.
3. Comprehensive knowledge of library services, principles, practices, and procedures.

Duties/Responsibilities of the Director

Executive Administration: Is responsible for developing and implementing the annual work plan. Directs and participates in the development and implementation for the long- term goals, policies, and procedures of the library. Evaluates and recommends developments in library science and technology to the Trustees.

Financial Administration: Works with the Trustees to prepare the annual budget. Monitors the budget and ensures that it is managed effectively. Authorizes bills for payment and submits to the Town. Gives a report of actual expenditures from the budget to the Trustees each month. Manages and records revenues from fines, fees, gifts, and donations. Pursues appropriate grants or donations for library services. Identifies needs that may require fundraising by the Trustees.

General Administration: Develops and maintains the collection and the corresponding automated records. Procures materials and supplies. Develops and implements programs of interest. Prepares reports as required by the Trustees, the Town, and the State. Attends and reports on library operations at all Trustee meetings. Attends professional and educational conferences and meetings as required. Promotes and maintains good public relations with the patrons, the Friends of the Library, and the community by initiating publicity and contributing to the bimonthly *Greenfield Spirit*, and local newspapers. Maintains the library's computer network, automation system, web page, and other technologies. Maintains the building, property, and equipment and makes recommendations to the Trustees regarding repairs and alterations. Other related duties as required.

Personnel Administration: Recruits, interviews, and recommends potential candidates to the Trustees. Trains, schedules, supervises, and evaluates staff. Maintains all records and responds to grievances.

Required Skills and Abilities:

- Comprehensive knowledge of management principles, along with library principles, practices, procedures, and tools.
- Knowledge of a library collection and computer technology.
- Knowledge of resources, programs, and services available to libraries.
- Interpersonal skills in working with staff, patrons, Trustees, community organizations, and other local town departments.
- Ability to lead, supervise and evaluate staff.
- Ability to respond quickly and resolve problems.
- Other physical skills necessary to perform the job.