

LIBRARY DIRECTOR JOB DESCRIPTION

Under the direction of the Whipple Free Library Board of Trustees (the Board), the Library Director is responsible for planning, organizing, directing, and managing all aspects of the Library in conformity with the policies established by the Board, applicable town policies, and NH Revised Statutes Annotated (RSAs) pertinent to libraries. The Director works in close cooperation with the Board, serving as its advisor and as an active participant in policy and budget development, goal setting, planning, and evaluation. The Board delegates to the Director full authority in such areas as collection, development, budget management and personnel administration, selection, and supervision. The Director is directly accountable to the Board.

RESPONSIBILITIES AND DUTIES

The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.

Executive Administration

- Participates, with the Board, in an ongoing formal planning process which identifies and addresses community and Library needs, provides direction for Library development, and evaluates Library effectiveness in relation to changing community needs.
- Responsible for keeping the Board informed on issues and problems relating to the Library, assisting in the continuing education of Board members and the orientation of new Board members.
- Makes policy recommendations to the Board and carries out Library policies.
- Attends monthly Board meetings, reports on Library activities and issues, participates in discussions and contributes ideas and suggestions.

Financial Administration

- Works with the Treasurer and the Board to develop the annual budget and participates in presentation to town officials.
- Administers budget to ensure cost efficiency and control expenditures to within appropriate budget levels, and maintains financial records.
- Actively seeks new non-tax revenue sources (e.g., grants, gifts, opportunities for fund-raising) for the Library, in conjunction with the Board and Friends of the Library. Administers grants according to specified guidelines and files required reports.
- Prepares the Library's reports for the annual Town Report and the yearly Public Library Survey prepared by the NH State Library for the federal Institute of Museum and Library Services (IMLS).
- Participates in appropriate state and local cooperative purchasing opportunities.

General Administration

- Directs the maintenance of the Library building, property, and equipment and makes recommendations to the Board regarding, repairs, replacement, alterations, or updating, including space needs (both indoor and outdoor).
- Oversees development, cataloging, maintenance, and weeding of the collection, suitable for the needs of the community.
- Maintains awareness of NH RSAs and federal laws pertaining to libraries and takes action to ensure compliance as appropriate.

- Maintains a working knowledge of contemporary issues, trends and technology in the library profession; and assesses the same as they relate to library functions and local needs.
- Maintains membership in local, state, regional and national library organizations.

Staff Development & Training

- Recruits, interviews, and recommends potential job candidates to the Board.
- Trains, schedules, supervises, regularly meets with and evaluates staff, and encourages collaboration with staff and volunteers.
- Values, recruits and uses volunteers effectively.
- Provides opportunities for staff training and career development.
- Attends professional meetings, workshops and seminars and shares knowledge with staff.
- Maintains all personnel records and promptly responds to grievances.
- Oversees maintenance of Library procedure and personnel manuals.

Technology Management

- Ensures staff information literacy, both on operating system upgrades and general technological issues.
- Oversees the maintenance of computer network, automation system, web page, and other technologies, including making recommendations to the Board regarding repairs, alterations, and updating,

Communications & Promotion

- Promotes and maintains good relationships with patrons, Friends of the Library and the Library Foundation, town officials, and the community.
- Develops the Library's constituency through active promotion of regular and special services, programs, and activities for children, young adults, and adults.
- Uses social media, employs online resources, and manages the Library's web page competently and comfortably.
- Employs brochures, posters, social media, newsletters, local newspapers, press releases, displays, outreach to community groups, etc. to inform and educate town about Library services and events.

WORKING CONDITIONS/PHYSICAL DEMANDS

Position requires standing, walking, sitting, talking and using hands for extended periods of time; at various times will require bending, stooping and lifting. Some equipment, books, and/or supplies may need to be lifted (up to 30 lbs).

QUALIFICATIONS

- Bachelor's Degree required; Masters in Library Science from an ALA accredited institution and/or experience as a library director preferred.
- At least three years' experience in a library or equivalent experience as judged by the Board..

KNOWLEDGE, SKILLS, ABILITIES

- Comprehensive knowledge of library services, principles, practices, procedures, and emergent information technologies and services.
- Background in grant writing or willingness to take classes.
- Demonstrated ability to work effectively with others, builds a positive team environment, and manages and motivates staff.
- Highly developed oral and written communication skills, and computer skills.
- Proven ability to handle a variety of issues with confidentiality and diplomacy.
- Knowledge of NH RSAs pertaining to libraries, intellectual property and Right-To-Know strongly preferred.
- Geographic proximity to New Boston.
- Must strive to be an active member of the community.