

New Salem Public Library Library Director – Job Description

The library director is responsible for curating a library that welcomes everyone, inspires a love of reading and learning, and connects people with resources. The director is responsible for the management of all aspects of library services, programs and maintenance; including but not limited to planning, organizing, staffing, coordinating services, developing the library collection and programming, budgeting, and reporting to library trustees, town officials, and state boards and agencies.

The director serves under the general supervision of the publicly-elected Board of Trustees who develop library policy with the professional advice of the director. The director performs regular duties independently, referring to the Trustees on policy matters.

Community Services

These duties include but are not limited to the following:

- Maintaining and securing the collection, purchasing materials for the library and keeping current with patrons and media sources for new acquisitions, and weeding regularly.
- Establishing and overseeing patron services: circulation, computer access, internet access, reference assistance, interlibrary loans, and miscellaneous services (copying, printing, etc.).
- Evaluating, implementing, maintaining, and upgrading the library automation systems, equipment, and software; evaluating, acquiring, and promoting new technology.
- Initiating programming, including children's reading programs, holiday events, and educational events that enrich the community at all age levels.
- Preparing publicity for the local papers, social media, the library website, the *New Salem News*, and the library notice boards to increase community involvement in library programs.
- Complying with and enacting necessary public health measures.
- Collaborating directly with town officials and personnel, C/W MARS, MLS, and MBLC staff, other library directors, and local school staff to initiate, coordinate, promote and report the activities and services of the library.
- Communicating with and supporting the Friends of the Library group.

Administration

These duties include but are not limited to the following:

- Supervising part-time employees and volunteers: training, assigning tasks, evaluating performance, and taking any necessary disciplinary action in accordance with Trustee guidelines; recruiting, interviewing and hiring qualified candidates.
- Developing the annual budget for Trustee approval; maintaining financial records; performing bookkeeping for all operations of the library, including payroll, deposits, and bills; identifying and pursuing additional funding from grants and other sources as needed; and supporting fundraising efforts.
- Overseeing the maintenance of the building and the physical appearance of the library, and arranging for needed services with contractors and service technicians.
- Ensuring the library maintains compliance with all relevant state and local laws, policies, and requirements.
- Maintaining an annually updated inventory of all department-owned equipment.
- Monitoring and updating the Long-Range Plan of the Library with the Trustees and the MBLC.
- Preparing and submitting the Annual Research Information Survey (ARIS) and the Financial Report to the MBLC.
- Submitting an annual report of library activities for the official town report.

- Submitting forms and reports required to be eligible for state grant funds and annual state aid.
- Setting up systems to track library and program attendance, and reporting these statistics to the Trustees and the MBLC.

Responsibilities to the Board of Trustees

These duties include but are not limited to the following:

- Providing professional assistance to the Trustees in developing library policies covering all aspects of library service, administration, and maintenance.
- Writing monthly reports for the Trustees that include attendance and collection statistics as well as maintenance, special needs, and personnel matters.
- Attending Trustee meetings and providing the Trustees with all necessary reports and materials prior to the meeting.
- Attending meetings of Trustee subcommittees as needed.
- Advising the Trustees on all library matters needing action by the Board.
- Meeting biweekly with the Trustee chair for required signing of bills and payroll.

Skills & Experience Preferred

- Considerable knowledge of the methods of library administration and management: including personnel, planning, collection development, programming, public relations, and budgeting.
- Ability to develop a general knowledge of community needs and interests regarding the library.
- Knowledge of supervisory techniques and practices.
- Excellent oral and written communication skills.
- Adaptability, initiative, tact, courtesy, and good judgment.

Minimum Requirements

- Bachelor's degree with 3 years of library experience or an equivalent combination of education and experience.
- Professional or Subprofessional Certificate of Librarianship from the MBLC or agreement to complete the work for this in the first 5 years of employment.
- Certificate of Special Training in Basic Library Techniques from the MBLC or agreement to complete the work for this in the first 5 years of employment.

Work Environment and Physical Requirements

- Work is performed under typical office and library conditions; work environment is moderately quiet; regular schedule requires evening and weekend work.
- The employee operates standard office and library equipment.
- Performance of duties requires ongoing contact with the public, and other town departments and employees; contacts are in person, by telephone, fax, email, and in written correspondence.
- Minimal physical effort is required to perform most library and administrative duties; the employee is frequently required to stand and walk, speak and hear, use hands and arms to operate equipment, and lift boxes of books weighing up to 30 pounds; vision requirements include the ability to read routine and complex documents and to use a computer.

This job description, adopted in December 2021 by the Board of Trustees, does not constitute an employment agreement between the employer and potential employees, and it is subject to change by the employer, as the needs of the employer and requirements of the job change.