

# Library Director Job Description

## For the 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 with municipal and state laws and regulations.

### Education/Professional Requirements

1. Bachelor's and/or Master's in Library Science degree(s) with 3 years of experience in the field or equivalent experience to be judged by the Trustees as commensurate for this position.
2. Must have excellent interpersonal skills with staff and patrons.

### Duties/Responsibilities of the Director

**Executive Administration:** Is responsible for implementing yearly goals. Directs and participates in the development and implementation in the long-term goals, policies and procedures of the library at the direction of the Trustees. Evaluates and recommends current and new library science and technology to the Trustees.

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

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

**Personnel Administration:** Recruits, interviews and recommends potential staff to the Trustees. Trains, schedules, supervises, evaluates, recommends raises, promotions and dismissals of staff to the Trustees. Understands that the staff is one of the most important assets of the Library.

### **Required Skills and Abilities:**

- Comprehensive skill in the management and organization of the library.
- Knowledge to develop and maintain the library collection and electronic technology.
- Knowledge of resources, programs and services available to libraries.
- Excellent interpersonal skills in regards to patrons, to the community and to staff
- Ability to lead, supervise and evaluate staff
- Ability to respond quickly and resolve problems
- Physical strength and skills necessary to perform the job.