

Arvin A. Brown Public Library Job Description

Job Title: Library Director

Reports To: Board Chair

Status: Hourly, budgeted at \$18/hr, estimated 28 hours/week

Updated: March 2023

Job Summary:

The Library Director is the administrator of the library, managing both a community service and the facility that houses it while cultivating a welcoming space for all library users (virtual and in-person). The Director is responsible for ensuring that library services meet the needs of the community as determined by its mission and that the library's facility is maintained. The Director works with the Board of Trustees in establishing library policies. The Director is responsible for preparing a budget for approval by the Library Board of Trustees and the Richford Town Select Board. The Director works within the budget for the purpose of operating the library. Together with the Trustees, the Director is responsible for the staffing requirements of the library, including the appointment of positions, evaluations, assignment of duties, and staff development.

Supervisory Responsibilities: The Library Director supervises all library staff and volunteers

Essential Duties & Responsibilities

Collection Development: Stay abreast of new publications and order new materials based on understanding of collection diversity and interests of the community, as well as any relevant library policies

Administrative Duties:

- Supervise and provide information to staff. Plan and implement work schedules. Carry out yearly performance reviews with staff.
- Implement library policies
- Financial Supervision
 - Prepare annual budget for October Trustee meeting
 - Make deposits
 - Work with the bookkeeper to provide Trustees with monthly financial statement and associated information
 - Manage monthly expenditures (payroll and bills), including approving timesheets and submitting payroll to outside vendors
 - Prepare grants, as needed and comply with reporting requirements
 - Plan and execute fundraising activities with Trustees and staff, including annual fundraising letter

- Community and Professional Connections
 - Work with Board Chair to create agendas and materials for monthly Trustee meetings.
 - Attend and actively participate in all Trustee meetings.
 - Attend Town Meeting and Select Board meetings, as required.
 - Participate in professional development meetings and conferences as needed to stay connected to peers and apprised of current library developments.
 - Build and maintain relationships with other community organizations.
 - Field reference questions.
 - Oversee planning, execution and evaluation of adult and children’s programs.
 - Recruit and supervise library volunteers.
- Prepare forms and reports
 - Provide librarian reports prior to Trustee meetings.
 - Complete librarian’s report with trustees for town report in January for the previous year.
 - Report statistics to the Vermont Department of Libraries in order to maintain minimum standards.
 - Manage publicity (articles to newspapers, upcoming events, calendars, flyers, etc.) and customer-facing information including website and social media accounts.
 - Maintain/oversee gathering of library statistics.
- General Library Operations
 - Ensure that the library’s technology, for staff and library users, is up-to-date and in working order.
 - Ensure the daily tasks of the library are completed according to current policies and best practices.
 - Oversee facility and equipment; troubleshoot problems.
 - Other duties as assigned by the Trustees

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Qualifications:

- High school diploma and relevant experience
- Professional Certification from the Vermont Department of Libraries (or the willingness to attain Certification within a reasonable time period of hire date)
- Ability to organize, plan, and manage library operations including working knowledge of library collection development and circulation procedures.
- Ability to anticipate and solve problems, offer solutions and work toward continuous improvement in all areas of the Library’s work.
- Enthusiasm to work with internal and external customers.
- Administrative and organizational skills

- Adept at learning new technology and teaching others to learn new platforms (e.g., teaching patrons how to access e-books)
- Budgetary planning and fiscal management experience
- Ability to work well with the public, build relationships with different stakeholders, and listen to the needs of the community when planning programs and ordering materials
- Proficient in oral and written communication with diverse audiences
- Ability to handle multiple demands, remain calm, think quickly and problem solve.
- Demonstrated ability to work independently within established guidelines.

Confidentiality/Discretion: Privy to confidential patron information and business documents such as financials and organizational projections and strategies. High degree of confidentiality and discretion required.

Decision Making Authority: Make decisions that affect workflow and procedures within established guidelines. Involved in decision-making for Library planning as well as immediate and long-range planning, tactical and strategic thinking. Decisions of broad consequence may have little external input.

Physical Demands: Must be able to stand, walk, use hands to handle and feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk, hear, see at a distance of 20 inches or less, carry and lift 10-25 lbs. occasionally.

Language Skills: Ability to speak and write fluently and understand English language comprehensively.

Communications Skills: Outstanding communication skills – excellent listening skills, effective and clear speaking and writing skills. This includes the ability to take complex issues and make them approachable and understandable for a diverse audience. Ability to write reports, business correspondence, and procedure manuals and guides. Ability to effectively present information and respond to questions from patrons, employees, the general public, and other stakeholders.

Technical Skills:

- Computer proficiency and detailed working knowledge of the following computer programs: Zoom, Gmail, Google Workspace, Word, Excel, and database software.
- Experience with social media platforms preferred, but not required.
- Knowledge of library online cataloging (especially Wild Apricot), preferred.

Mathematical Skills: Basic mathematical skills and familiarity with technical reports

Reasoning Ability: Ability to collect data, establish facts, and solve practical problems. Ability to deal with a variety of abstract and concrete variables.

Work Environment: Work is generally at the library, with some offsite work at meetings and events. Work is mainly sedentary, in front of a computer or in the library building. The second floor of the library is accessible only by stairs, with no elevator.

Excellence in this position:

- Sense of humor!
- Commitment to superior community service and to providing the highest quality patron experience possible.
- Demonstrated ability to follow through on responsibilities with little oversight..
- Proactive with regard to creative self-learning and professional development.
- Being a team player, providing outstanding service, and contributing to the successful public resource that is the Arvin A. Brown Public Library.

Signed by:

Employee (Printed Name)	Employee (Signature)	Date
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Supervisor (Printed Name)	Supervisor (Signature)	Date
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