

## **JOB DESCRIPTION**

**Job Title:** Library Director  
**Department:** Administration  
**Reports To:** Library Board of Trustees  
**Supervises:** Direct supervisor of youth services librarian, adult services librarian, Sarah Partridge Branch librarian, library assistants I and II, and custodian. Responsible for providing leadership in establishing effective working relationships and communications among all staff.  
**Last revised:** August 2017

### **Job Summary:**

Plans, organizes, and manages all aspects of library services in conformity with the policies established by the Library Board of Trustees, the regulations of the Vermont Department of Libraries, the ordinances of the Town of Middlebury, and the laws of the State of Vermont.

Directs a cultural and educational institution whose influence reaches potentially everyone in the community seeking information, continuing education, recreation, and culture by formulating overall objectives, making major decisions, and balancing and coordinating all staff and activities.

### **Duties and Responsibilities:**

1. Library Management
  - A. Directs the daily operations of the library and functions to ensure the highest quality services. Utilizes resources to maximize the effectiveness of allocated budget.
    1. Co-ordinates and analyzes library operations and function to ensure accuracy, efficiency, and quality.
    2. Oversees the selection and deletion of library material according to selection policy.
    3. Ensures that patron confidentiality is maintained and that the provisions of the copyright laws are upheld.
    4. Stays aware of digital technology trends and their impact on library services.

- B. Reports to the Library Board of Trustees and attends all Board meetings
    - 1. Analyzes library operations and summarizes service departments monthly to provide trustees with the information necessary for sound decision making.
    - 2. Reports on current library trends as they may relate to local library services and operations.
  - C. Serves as official municipal department head.
    - 1. Represents the library at town meetings, town department head meetings, and other municipal functions.
    - 2. Analyzes library operations and summarizes service departments for quarterly and annual reports.
    - 3. Co-ordinates library activities in conjunction with other municipal departments to ensure effective use of local resources.
  - D. Serves as official library representative to regional, state, and federal library funding and governing agencies and professional organizations.
  - E. Serves as the library liaison to Middlebury Community Television.
- II. Fiscal Management
- A. Directs, prepares, and administers the annual budget based on established goals and related performance data.
    - 1. Prepares and administers budget to ensure cost efficiency.
    - 2. Controls expenditures to stay within appropriation level.
    - 3. Prepares quarterly summaries of library budget and expenditures.
  - B. In conjunction with trustees, actively pursues supplemental sources of funding.
    - 1. May prepare grant proposals to state agencies, foundation, and other organizations to fund new or supplemental program and/or service needs.
    - 2. Administers grants according to specific guidelines.

3. Details library's material and service needs to the Friends of Ilsley Library, soliciting funds for stated needs.
4. Coordinates & leads major fundraising efforts along with trustees.

### III. Personnel Management

- A. Formulates and administers a comprehensive personnel plan for effective utilization of staff in the delivery of library services.
  1. Recruits, selects, transfers, and promotes library personnel. Performs disciplinary action as necessary.
  2. Develops orientation programs, in-service training, and continuing educational opportunities for personnel at all levels.
- B. Manages staff and co-ordinates staff schedules and functions in accordance with established philosophy of library service.
  1. Administers personnel policies and wage (grade and step) plan in conjunction with the Personnel Rules and Regulations Manual.
  2. Directly supervises and evaluates the youth services librarian, Sarah Patridge Branch librarian, technical services librarian, and maintenance staff.
  3. Provides leadership in establishing effective working relationships and communications, ensuring high productivity and quality public service, encourages initiative and creativity.

### IV. Property Management

- A. Manages the physical plant to ensure proper maintenance and utilization of the library as a municipal asset.
  1. Supervises maintenance and repair personnel.
  2. Analyzes buildings and grounds needs. Recommends improvements, repairs or additions to the Town of Middlebury Public Works Committee via an annual capital improvements budget proposal.
- B. Ensures safe conditions for staff and public of all ages within the building and on the grounds. Responds to building emergencies and takes appropriate action.

- C. Ensures servicing of library equipment (i.e. computers, audio/visual equipment, heating and cooling equipment) to maintain proper working condition.
  - D. Solicits estimates from contractors for building projects when necessary and selects vendors, in conjunction with the Board of Trustees, choosing on the basis of cost, quality of services, and speed of response.
  - E. Negotiates service contracts which protect the library's interests.
  - F. Investigates and integrates new technology into the current system. Works closely with Middlebury College in maintaining and improving the library's online catalog and internet services.
- V. Planning and Policy Making
- A. In conjunction with the trustees, conducts an on-going planning process which assesses community needs and implements library service programs to meet those needs in the most efficient and effective ways.
    - 1. Establishes and evaluates missions, goals, and objectives.
    - 2. Evaluates program of service and makes changes as necessary.
    - 3. Initiates and develops programs in anticipation and/or in response to community needs.
    - 4. Evaluates developments in the library profession and other fields as they relate to functions for applicability for local needs.
    - 5. Collects and analyzes library and community data.
  - B. In conjunction with the Library Board of Trustees, formulates policies governing the library and recommends them for approval to the Trustees when necessary.
- VI. Public Relations
- A. Establishes and conducts comprehensive public relations programs which engender goodwill and promote the library and its services to the community.
    - 1. Employs appropriate means of communication: brochures, posters, newsletters, displays, broadcast media, online and social media etc.

2. Addresses community groups (i.e. business, student, elderly, parent, etc.) to inform them of related library resources and services.
  3. Participates in the large library community.
- VII. Performs other related duties of a similar nature and complexity as requested by the Library Board of Trustees.

**Qualifications:**

An American Library Association (ALA) accredited Masters of Library Science (MLS) required plus a minimum of four years progressively more responsible professional library experience with demonstrated managerial expertise. Experience in an automated library environment is highly desirable.

**Physical requirements:**

Duties require intermittent light to moderate physical effort in carrying, lifting, or moving light-weight materials or equipment. Position requires walking or standing approximately half of the time.

**Hours per week:**

40 hours per week, including occasional evening and weekend hours.

**Salary and grade:**

Commensurate with experience.

Full benefits package, including life, health, dental, retirement, vacation, etc.