

LIBRARY DIRECTOR Job Description

TITLE: LIBRARY DIRECTOR

QUALIFICATIONS: As set by state certification authorities
Master's Degree in Library Science
OR
Bachelor's Degree with significant library experience

POSITION GOAL: To operate and administrate the Searsmont Town Library. The major responsibilities are to select appropriate library materials, develop and implement appropriate programs, maintain appropriate data for the annual report, develop and implement a budget, and ensure that the library is operated according to the policies set forth by the Board of Trustees.

SUPERVISES; Library volunteers; appoints Library Director in Charge in his/her absence.

ESSENTIAL FUNCTIONS:

- * Ability to read, reason, understand policies, procedures and related information, and to follow verbal and/or demonstrated instructions.
- * Physical ability to perform upper and lower body functions.
- * Ability to talk, hear see, speak and correctly perceive.
- * Ability to do reaching, lifting (at least 30 lbs.), keyboarding, basic math, writing, eye-hand coordination, sitting, dialing, stooping, and climbing.
- * Ability to concentrate on details when there are distractions, handle multiple and simultaneous tasks, and work under the pressure of deadlines.
- * Ability to maintain the computers, the library's Internet presence and the integrated library systems.
- * Ability to communicate effectively.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PERFORMANCE RESPONSIBILITIES:

1. Promotes a courteous, respectful and helpful atmosphere in the library.
2. Maintains a safe and attractive environment in the library.
3. Cooperates with local school libraries and other community library facilities.
4. Develops and implements programs appropriate for the community.
5. Promotes and publicizes library programs to the patrons and community.
6. Participates in the development of policies for planning and evaluating the library programs and services.
7. Compiles necessary records of library operation.
8. Keeps track of circulation by sending overdue notices, sending notices of fines owed, and tallying daily circulation statistics.
9. Establishes efficient acquisition and processing procedures to build a collection of materials appropriate to the needs of a small rural community.
10. Evaluates the collection and removes materials that have become obsolete or are no longer needed.
11. Keeps the collection in good condition.
12. Ensures that returned materials are shelved.
13. Oversees the installation, upgrade and maintenance of computers, and implements new technology as appropriate.
14. Maintains the library's web site and Internet presence.
15. Prepares an annual budget to present to the Trustees in January.
16. Implements the budget.
17. Prepares reports for, and attends Board of Trustee meetings.
18. Provides notice to the public of Board of Trustees meetings.
19. Prepares an annual report for inclusion in the Town Warrant.
20. Participates in professional organizations and activities.
21. Continues to acquire knowledge through in-service activities and academic courses.
22. Conducts orientation sessions and supervises volunteers.
23. Supports the endeavors of the Board of Trustees in fundraising for the library.

LEGAL AND ETHICAL DUTIES:

1. Maintains appropriate confidentiality about all aspects of library usage by patrons.

2. Demonstrates a respect for the legal and human rights of library patrons.
3. Follows health and safety procedures in all aspects of the library operation.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity and other ethical standards.
6. Affirms the beliefs set forth in the Library Bill of Rights and The Freedom to Read Statement.

EVALUATION:

Performance of this job will be evaluated by the Board of Trustees in accordance with the provisions of the policies of the Searsmont Town Library

TERMS OF EMPLOYMENT:

Salary and work schedule to be established by the Board of Trustees.