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| **POSITION:** | Library Director | **FT/PT Status:** | Full Time |
| **DEPARTMENT:** | Library |  |  |
| **SUPERVISOR(S):** | Assistant Town Manager | **FLSA Status:** | Exempt |

**POSITION SUMMARY**

Under limited supervision, the Library Director is a multi-dimensional position responsible for the daily operation of the library. The director performs highly professional, complex duties requiring considerable independent judgment in planning, administration, and execution of the department’s programs and services. This position works under the broad policy guidance and direction of the Assistant Town Manager. This position exercises supervision over all library employees. This position interacts with the public.

The Town of Freeport values high levels of teamwork and cooperation by and between all departments, equity, constructive and collaborative problem solving, integrity, confidentiality, and an ethic of public service. The Library Director will foster and support those values.

**ESSENTIAL DUTIES AND RESPONSIBILITIES\***

* Schedules, manages, and supervises library operations and staff; plans and organizes workloads and staff assignments; hires, trains, motivates, and evaluates staff; reviews progress and directs changes as needed.
* Provides leadership and direction in the development of short- and long-range library plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
* Provides professional advice on library issues to the board of trustees and town officials; makes presentations to board of trustees, town officials, civic groups, and the general public.
* Communicates official plans, policies, and procedures to staff and the general public.
* Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
* Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
* Issues written and oral instructions; assigns duties and examines work for quality, and conformance to policies and procedures.
* Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
* Oversees the selection and general collection of books and other items contained in the library; reviews major selection tools; approves library purchase orders; supervises the review of books, periodicals and collections which are outdated or not used, and coordinates removal and disposition.
* Oversees and approves all library programming.
* Coordinates library development and fund raising; solicits and accepts gifts for the library.
* Assures that library facilities and equipment are maintained properly, and coordinates maintenance and repair functions.
* Develops and implements policies, procedures, and standards for efficient and effective operation and maintenance of library operations. Assures compliance with established policies and procedures.
* Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.
* Prepares and administers budget for all areas under library department; orders all new and replacement equipment.
* Prepares a variety of reports and maintains necessary operating records.
* Prepares cost estimates to plan and provide for improvements in the library system; oversees library improvements.
* Attends meetings and maintains liaison with other departments as well as state, local, and other public officials.
* Answers letters of inquiry and talks with patrons; addresses public and civic organizations which will inform the public of policies, procedures, and the availability of facilities for public use.
* Performs a variety of miscellaneous duties necessary to support operations and staff.
* Serves as a member of various town employee committees, as assigned.

*\*The above statements are intended to describe the general nature and level of work being performed by those assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**SKILLS/EXPERIENCE/TRAINING REQUIRED**

* Graduation from an accredited college or university, with a Master’s degree in Library Science or related field from an accredited college or university strongly preferred. Any equivalent combination of training and experience which permits the effective performance of all job responsibilities considered, with five years of progressively responsible experience in library operations, including two years in a supervisory capacity preferred.
* Will have a strong understanding and support for the American Library Association’s Bill of Rights and Freedom to Read statement.
* Ability to actively listen and be sensitive to others concerns, with or without being directly involved.
* Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.
* Thorough knowledge of the principles and practices of modern library systems and programs; thorough knowledge of library collection classification and selection techniques; considerable knowledge of equipment and facilities required in a comprehensive library system; considerable knowledge of community library needs and resources; working knowledge of the principles and practices of office management, work organization and supervision.
* Ability to plan, organize, coordinate, and implement a comprehensive library system; leadership, management, and communication skills; ability to coordinate, analyze, and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

**WORKING CONDITIONS/PHYSICAL DEMANDS**

The working conditions/physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions -** While performing the duties of this class, the employee is regularly required to use written and oral communication skills and observe and interpret situations. The noise level in the work environment is generally quiet to moderate. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee will perform work on multiple concurrent tasks; with constant interruptions; and interact with officials and the public.

**Physical Demands -** While performing the duties of this job, the employee is regularly required to walk, sit, talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Minimal physical effort required; though, may require lifting up to and over 25 pounds.

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.*

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| Employee Signature |  | Date |