

DURHAM PUBLIC LIBRARY
LIBRARY DIRECTOR

Position Purpose:

The purposes of this position are to plan, direct, administer, implement, manage, and supervise all the services and activities provided by the Durham Public Library and to oversee the maintenance of the Library building and equipment. This position also evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide appropriate services. The Library Director is required to exercise considerable independent judgment in administering and managing the Library and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the Library. Also performs a wide variety of special professional, management and administrative responsibilities requiring an extensive knowledge of Library services and programming.

Supervision Received: Works under the direction of the Library Board of Trustees following professional standards, procedures, and policies. Receives advice and policy direction from Library Board of Trustees, and provides appropriate reports to the First Selectman.

Supervision Given: Supervises the Assistant Library Director, Head Youth Librarian, Youth Librarian, Cataloger, Pages and part-time staff, developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work and Library work is performed in an open office environment. Occasionally, must inspect the outside of the building. Attends outside meetings for professional development and maintenance of regional library circulation system.

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment

Regular contact with Town departments, public officials; periodic contact with regional libraries, state agencies; and frequent contact with the general public, Library Board members, vendors, press contractors, community organizations, local schools, and library support groups; communication is frequently in person, by telephone, e-mail, in meetings and in writing; contacts require a high level of diplomacy.

Has access to confidential information such as library patron records.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, and directs the overall operation of the Library including programs, activities, financial operations, evaluation of services/collections and building maintenance; researches, recommends and administers policies and short and long-term goals and objectives for Library operations, facilities, automation, staff, budgets and programs
- Develops, directs, and conducts Library public relations, including publicity, press releases, promotion of Library activities and services
- Attends Library Board of Trustee meetings to review and advise regarding library operations and policies. Receives policy direction from Library Board of Trustees. Attends Public Association of Library Supporters (PALS) and assists with fundraising activities as needed
- Evaluates, develops, and maintains the library collection and directs others in this work; evaluates the collection for balance and comprehensiveness; coordinates and provides for the selection, ordering and removal of Library materials from the collection; handles purchasing of all supplies for Library
- Oversee the management of Library facilities; establish priorities for maintenance and repair
- Schedules for the use of Library meeting rooms for Library programs and all town and community organizations
- Directs and coordinates Library staff in preparing and proposing library activities, and Library services according to community needs, current trends in Library practices and patron demands
- Prepares or approves monthly, annual and other information, statistical and financial reports as required
- Supervises, trains, assigns work, counsels and evaluates employees and volunteers; personnel functions are conducted with the approval of the Library Board of Trustees; assures safe working conditions for employees
- Provides direct services to patrons specifically circulation and reference services as needed

- Prepare and administer operating budget for department; present Budget to Library Board of Trustees, First Selectman, Board of Selectman and Board of Finance as appropriate; applies for grants in support of library goals; provides for the maintenance of records for revenues from fines, fees, etc.
- Work with the Consortium LION for IT and related services
- Respond to building emergencies

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continuing professional development
- Represents the Library in community, professional, regional and state activities.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master of Library Science degree and more than five years of increasingly responsible professional library experience, including three years in a supervisory position in a public library; or an equivalent combination of education, work experience and training.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of contemporary library theory, principles, policies, practices utilized in public libraries; comprehensive knowledge of automated systems and various technology to provide library services; thorough knowledge of the principles and practices of organization and library management including planning, program design and evaluation; knowledge of library budgeting

Ability: Cultivating a welcoming environment for community. Ability to plan, organize and direct the operations, activities, programs and services of the Library; ability to develop short and long term goals; ability to develop policies and procedures; ability to utilize data processing applications as they apply to Library functions; ability to prepare grant applications to secure funding from State, Federal, and private sources; ability to represent the Library and Town before various groups, agencies, and organizations; ability to deal effectively with Town staff and

officials, Library Board of Trustees, and the public; ability to assign, train, and supervise professional and clerical staff; ability to prepare and administer an operating budget for the Library.

Skill: Excellent verbal and written communication skills; skilled in working with automated library management systems and computers, establishing goals and managing staff; skilled in using the above-mentioned office equipment; skilled in supervisory practices and training staff in library practices; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details. Grant application and administration.

Errors and Omissions:

Errors in judgment or omissions could result in delays of services, monetary loss, personal injury and damage to building/equipment

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, and talk or hear stand and walk, requires use hands to finger or handle objects; occasionally required to reach with hands and arms, kneeling, bending, pushing and pulling. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 30 pounds and rarely lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)