

Barrington Public Library Director Job Description

Reports To: Board of Trustees, which is solely responsible for the hiring, discharge, evaluation and setting of the salary of the Library Director.

General Summary

The Library Director administers, develops, plans and/or oversees all aspects of library operations, including personnel selection, supervision and performance evaluations of a staff of eight plus volunteers; budgeting and expenditures; collection development and maintenance; facility maintenance; programming; marketing; policies, plans and procedures; and community and vendor relations. The Director serves as an ambassador within the community, advocating and promoting the library's mission by demonstrating enthusiasm, creativity, and an understanding and respect for the needs, interests and demands of the community.

Library Administration Duties

Planning and Policy:

- Set library policies and procedures in conjunction with the Board of Trustees and ensure policies are implemented and revised as needed.
- Develop long-range and short-range goals and objectives, plans for facilities upgrades, technology, and staffing in conjunction with the Library Trustees.
- Work continually to identify community needs and changes in demographics that will affect how library services are provided.
- In conjunction with the Library Trustees, work with architects and consultants to plan for, promote and educate residents, civic groups, boards and committees on the future library building project.

Personnel:

- Interview, hire, train, supervise, and review performance of all library staff, including custodial staff and volunteers. Recommend hiring and termination of staff per RSA 202-A:11 and RSA 202-A:17.
- Schedule staffing to provide consistent coverage of hours of operation of the library; ensure coverage for all positions during absences and vacations.
- Motivate and enable staff to improve their skills in order to provide improvements in service to the public; foster collaboration and cross-training among staff; encourage staff development through in-house training, staff meetings, and educational seminars and classes.
- Work to maintain good internal communication among staff; hold regular staff meetings.

Budgeting, Financial Management, Facilities and Equipment:

- Prepare the annual budget appropriation requests in conjunction with the Trustees and provide supporting documents as needed to assist Trustees during the budget process. Prepare warrant articles and supporting documents as necessary.
- Manage library financial accounts, including library checkbooks, savings accounts, donated monies and other non-public income, and Town funds. Consult with the Trustee Treasurer on a regular basis to review financial activity. Report to the Town auditor annually as requested by the Town.
- Seek and secure grants, donations, and other contributions from outside sources.
- Attend to the physical condition of the library in conjunction with hired custodial staff and town maintenance crews. Recommend repairs as needed; contract and oversee repair and maintenance work.

- Oversee the library computer network, online card catalog, and full-service web page, working with technical staff to attain goals.
- Schedule use of library facilities (meeting rooms) by staff and the public.
- Decide upon weather closures, notify staff and the public.

Maintenance and Development of Library Collections and Equipment

- Select library materials from reliable review sources to meet the current needs of the population.
- Select items for deletion from the collection based upon usage, condition, and usability.
- Ensure that all historical items such as Town Reports and rare out-of-print books, are housed properly and repaired/rebound professionally to ensure the continued use by residents.
- Purchase all library materials, supplies and equipment; keep a full inventory of all items purchased and insurance values; oversee inventory of the library collection every 5 years, or sections on a rotating basis.
- Attend A/V SILC cooperative meetings.
- Oversee donations and assess suitability for the collection.
- Keep current with new library technologies trends, practices, and philosophies through professional reading, membership in professional organizations, and attendance at conferences.

Reporting Duties

- Present a monthly written report to the Library Trustees, keeping them informed of operational needs, financial performance, any matters that need their attention, and progress towards short and long-term goals.
- Attend Trustee meetings, pertinent meetings of other Town Boards, and Department Head meetings with the Town Administrator.
- Prepare annual town and state reports.
- Maintain statistics (circulation, acquisitions, bank balances, discard counts, patron use numbers, etc.) as requested by the Trustees or the N. H. State Library.

Outreach/Public Services

- Work with the Friends of the Library and the Barrington Library Foundation to promote library services and support their work as appropriate.
- Work with local school personnel to promote library use and services; work with other community organizations as needed on special programs.
- Plan and direct special projects involving library promotion. Implement a creative marketing plan for library programs and services.
- Ensure the Library offers a robust range of programming for patrons of all ages, including computer classes, author visits, and educational/literary events, including book groups, and the Summer Reading Program.
- Maintain a friendly, open, approachable environment for all library patrons.

Required Qualifications, Knowledge, Skills, & Abilities

- A Master's of Library Science Degree from an accredited university or college; Bachelor's degree plus substantial work experience in a management position at a public library may be considered in lieu of a Master's degree.
- 3-5 years of supervisory experience; public library experience preferred.

- Knowledge of current library methods, practices and procedures, including administration, ordering, processing, classification, reference, technology, and cataloging.
- Knowledge of current municipal, state, and federal laws relating to library operations and policies.
- Effective oral and written communication skills, including computer use and advanced reference skills.
- Ability to establish and maintain effective working relationships with Trustees, employees, Town and school officials, other agencies and departments, and the general public.
- Operational knowledge of computer hardware, software, databases and office machinery. Must have the ability and willingness to learn new technologies as they develop and incorporate such technologies into programming.
- Positive and professional public image.

Working Conditions

- Normal office environment with high computer and phone usage; standard office desk and chair. Carpeted and tile floors.
- Regular interruptions to assist the staff and public
- Must be able to lift and carry up to 25 lbs frequently. Carrying/lifting 25-50 lbs occasionally. Carrying/Lifting over 50 lbs infrequently.
- Reaching at, above or below, shoulder height is frequently required.
- Pushing/pulling required frequently for movement of book carts.
- Frequently grasps and handles items, finger dexterity required for typing and control of other office equipment such as telephones, copy and fax machines, and calculators. Torquing not required.
- Physical considerations; bending, squatting, crouching, twisting, balancing, climbing and kneeling all required at some time during duties. Crawling rarely required.
- During an 8 hour day this employee is required to sit for between 4-8 hours, stand for between 2-4 hours, and Walk for 1-4 hours.

Cognitive & Sensory Requirements:

- Talking: Necessary for communication with patrons, staff, and others.
- Hearing: Necessary for receiving instructions, queries from patrons, and requests from staff.
- Sight: Necessary for doing job effectively and correctly.
- Tasting & Smelling: Not Required.

Summary of Occupational Exposures:

- Exposure to dust, mold, mildew, and copy machine toner, cleaning and book processing fluids.

Personnel Issues

- Library employees are governed by the Barrington Public Library personnel policy.
- Termination procedures for this position shall follow Section 202-A: 17 of the NH Library Laws.
- 40-hour/week on-site (not remote) position; salaried with benefits
- Some evening and weekend hours required for meetings and special programs
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Approved: September 20, 2022