

MOULTONBOROUGH PUBLIC LIBRARY

LIBRARY DIRECTOR

JOB DESCRIPTION

Position Title: Library Director

Reports to: Board of Library Trustees

Hours: 40 hours per week

Classification: Full-time, exempt position with benefit package including health, dental, life and disability insurance, and retirement

Purpose and Scope:

The Library Director is responsible for the management, direction, and administration of the Moultonborough Library performing all managerial duties related to planning, organizing, staffing, budgeting, reporting, and supervising building maintenance. The Library Director is a professional position under the direct supervision of the Board of Library Trustees.

Specific Duties:

- Oversees daily library administration in accordance with library policies and procedures.
- Develops and maintains harmonious and effective working relationships with Trustees, Friends/volunteers, library patrons, community representatives and organizations, and town officials.
- Recommends employee appointments and dismissals to the Board of Trustees.
- Responsible for developing and managing an optimal staff, under the guidance of the Trustees, including: employee hiring, training/development, staff assignments, monthly staff meetings, performance feedback, salary recommendations, and maintaining personnel records.
- Attends Board of Trustee meetings and provides monthly reports.
- Oversees selection, purchase, and maintenance of all collection development materials.
- Prepares, administers and monitors the library's annual operating budget and finances.
- Proactively identifies opportunities for enhancing library services.
- Attends regional conferences (NHLA), workshops, and meetings for professional development.

Qualifications Required:

- Master of Library Science (MLS or MLIS) from an approved ALA accredited institution.
- At least five years of supervisory experience in an administrative or management position
- Demonstrates strong interpersonal/supervisory skills to work effectively with Library Trustees, library staff, Friends of the Library, town officials and community organizations.
- Adept at problem solving and promoting effective staff performance.
- Exceptional oral and written communication skills with the ability to promote a vision for the library and how to achieve it.
- Experience in developing and proposing operating budgets and resourceful use of allocated funds under the guidance of the Board of Trustees.
- Excellent working knowledge of computer hardware, software, library automation systems, policies and procedures.
- Understands current and emerging trends in library management and technology.
- Demonstrates a professional attitude and appearance.