

# **LIBRARY DIRECTOR**

**REPORTS TO:** BOARD OF TRUSTEES

**EXEMPT/NON-EXEMPT:** EXEMPT (SALARIED)

**POSITION SUMMARY:** Manages the daily operation of the Library according to policy established by the Board of Trustees and per RSA 202-A:16. Attends monthly Board meetings and reports to the board on a monthly basis.

## **RESPONSIBILITIES:**

### **1. Budgets**

- a. Assist the Board in the preparation of the annual budget, both Town and Library funding.
- b. Prepares recommendation and justification of requests for capital purchases.

### **2. Collection Development**

- a. Implements acquisitions and expenditures as defined by established policy, annual budget, and short term goals.
- b. Maintains and weeds the collection, discards outdated materials, and replaces, repairs or discards damaged materials.
- c. Compiles quarterly statistics on acquisitions.

### **3. Policy Recommendations**

- a. Assists the Board in developing policy.
- b. Keeps the Board informed of new developments and information reported by the NH State Library and other sources.

### **4. Policy implementation**

- a. Promptly implements policy decisions.

### **5. Statistical Accountability**

- a. Compiles daily circulation statistics.
- b. Reports data on request of Board
- c. Prepares annual reports to the Town and the State per RSA 202-A:12.

## **SUPERVISION**

### **1. Daily Operation**

- a. Manages the daily operation of the library.
- b. Maintains working knowledge of all library procedures.
- c. Performs routine circulation desk functions.
- d. Catalogs incoming materials and supervises processing.
- e. Provides reference assistance to patrons.
- f. Supervises statistical data accounting.
- g. Supervises the maintenance of the library building and grounds.

## **2. Staff**

- a. Supervises all library staff including annual evaluations, assignments, and training. Recommends hiring and firing per RSA 202-A:11 V and RSA 202-A:17.
- b. Schedules staffing to assure daily coverage of hours of operation of the library.
- c. Motivates and enables staff to develop in order to provide improvements in service to the public.
- d. Analyzes strengths of staff with the focus on developing these strengths through continuing education, workshops, and seminars.

## **PROFESSIONAL DEVELOPMENT**

### **1. Professional awareness**

- a. Keeps informed of developments in the library profession.

### **2. Technology**

- a. Keeps informed of changes in technology and maintains current knowledge of computer use and application.

### **3. Professional Organizations**

- a. Maintains membership in professional organizations such as NHLA, NELA, and ALA.
- b. Represents the Library in outside activities.

### **4. Workshops, Seminars**

- a. Attends a minimum of two (2) workshops and /or seminars annually.

## **COMMUNITY INTERACTION/PUBLIC SERVICES**

### **1. Community Development**

- a. Evaluates the effectiveness of library services in relation to the needs of the community.
- b. Develops and recommends changes and improvements in service to the community.
- c. Maintain harmonious public relations with patrons, organizations and other libraries.

### **2. Programming for Adults**

- a. Plans and implements regular programs for adults annually.

### **3. Programming for Children**

- a. Plans and implements regular programs for children
- b. Plans and implements Summer Reading Program.

### **4. School/Library Programming**

- a. Plans, organizes and accommodates class visits in conjunction with local schools.

### **5. Friends of the Library**

- a. Promotes the formation and/or maintenance of a Friends group.
- b. Provides support to the Friends organization.
- c. Assists Friends group with goals to help define their role.

## **GOALS**

### **1. Short term/Long term goals**

- b. Assists Board in defining short term (1 year) and long term (2-5 year) goals.
- c. Implements short term and long term goals as established and agreed upon with the Board of Trustees.
- d. Reports progress to the Board on a quarterly basis.

## **PHYSICAL REQUIREMENTS:**

### **1. STRENGTH**

- a. Lift 25-50 pounds
- b. Carry 25-50 pounds

### **2. REACHING**

- a. Reaching above shoulder height.
- b. Reaching below knee height.

### **3. OTHER PHYSICAL**

- a. Standing for moderate periods of time.
- b. Sitting, walking, twisting, bending, crawling, squatting, kneeling, crouching, and climbing.
- c. Hand manipulation including grasping, handling, and fingering.
- d. Cognitive and sensory requirements include talking (necessary for communicating with others), hearing (necessary for communication and receiving information) and sight (necessary to perform all requirements of position).

## **OCCUPATIONAL EXPOSURES**

May be exposed to cleaning agents, copy machine toner, and adhesives.

## **EDUCATIONAL/PROFESSIONAL REQUIREMENTS**

1. Bachelor's degree required; Masters in Library Science recommended.
2. At least four (4) years experience in the field; comprehensive knowledge of library services, principles, practices and procedures. Demonstrated skills in effective oral and written communications, staff supervision, and organizational management and administration.
3. Other considerations include operational knowledge of computers and office machines, A/V equipment, etc.
4. Qualifications as required in RSA 202-A:15.