

Position Title: Library Director

Accountable to: Library Board of Trustees

Education, Training, Experience, and Special Requirements

Advanced degree in library or information science or its equivalent required. Experience with library operations procedures preferred. Strong communication skills required. Computer knowledge and experience required. Must be able to attend day and/or evening meetings requiring travel and be able to provide for one's own transportation needs. Knowledge about NH library laws, RSAs, intellectual property and Right-to-Know, strongly preferred.

Primary Objective of Position:

Under general operating standards, with policy set by the Board of Trustees, plans, organizes, directs, controls, and promotes the activities of the Wilton Public & Gregg Free Library. Director will have opportunity for discretion and independent action requiring sound judgement in response to rapidly evolving situations.

Accountability and Performance:

The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.

Plans, organizes, directs, and administers all services and programs of the library. Maintains current knowledge of new developments in the library field, including technological advances. Participates in state, regional, and national professional organizations.

In partnership with the Trustees, supervises the maintenance of the physical plant and equipment to assure against deterioration. Note that the building was opened in 1908 and was placed on the National Register of Historic Places in 1983. The library has been the recipient of significant NH funding from LCHIP and Mooseplates. Experience managing historic properties is highly desirable.

Requisitions supplies, selects materials for purchase, reviews collection for replacement, repair, and discards. Upholds library rules for the protection of patrons and library property.

Encourages and supports community engagement. Contacts are varied and continual, requiring a high degree of tact, diplomacy, and judgment.

Keeps records and prepares timely reports, including the annual State report and the LCHIP Stewardship report.

Maintains inventories. In partnership with the Board of Trustees, prepares and administers library budgets and expenditures, and stays within budgetary limits.

Routinely responsible for large amounts of funds. Prepares grant applications and seeks

funding for operational and improvement programs. Actively seeks grants, gifts, and other new sources of non-tax funding for the library.

Advises, consults, and confers with the Board, other libraries, professionals, officials (at State and local levels), citizens, and community groups. Prepares speeches and correspondence. With the Board, supervises and develops library procedures, policies and public information. Directs a public relations program to promote and publicize the library in the community. Serves as a liaison between the Board of Trustees, library employees and the town.

Staff development and planning.

Recruits, selects, trains, supervises, schedules, and evaluates paid personnel and approves all compensation activities. Provides opportunities for staff training. Chooses and directs volunteers. Conducts regular staff meetings.

Oversees planning, organizing, and management of technical and automation services of the library. Works with the Board of Trustees in establishing a long-range strategic plan, developing goals, and having measured accomplishments against recognized standards. Studies and makes plans to develop the services of the library to more effectively meet present and future community needs.

Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The director must be physically able to perform library duties.

Duties are performed in an office type environment. Duties require extended periods of walking, standing, talking or listening, keyboarding, lifting/carrying items (weights up to 25 pounds are frequently encountered with some exposure of weights to 50 pounds), reaching with hands and arms, and using hands to finger, handle or feel. Duties require occasional periods of sitting, climbing or balancing, pulling/pushing items, and stooping, kneeling, crouching or crawling. Must be able to pull and push book trucks, with casters, weighing up to 200 pounds.

Hours are irregular, including frequent evenings and weekends. Understanding the balance of workload and the time in which to accomplish the tasks is essential.