

**Madison Library
Library Director
Job Description**

Summary of Responsibilities

This is a professional position concerned with the general administration and management in accordance with the policies and direction of the Board of Trustees and accepted library practices and procedures including the needs of the Town, as far as resources will permit.

1. General Administration and Management
 - Prepares annual budget and assists the Board of Trustees in presenting the budget to the Advisory Budget Committee and the Town Meeting.
 - Administers the budget once it is approved.
 - Prepares an annual report for the New Hampshire State Library, and for the Town of Madison Annual Report.
 - Keeps statistical records of the library with the help of library staff and volunteers (circulation, patron counts, use of services, additions and withdrawals of materials, etc.)
 - Compiles and prepares statistical reports.
 - Prepares bills and reviews all data before requests for payment are submitted to Treasurer or to Town Office.
 - Submits biweekly payroll information to Town Office.
 - Prepares, assists in or oversees the preparation of grants for the benefit of the library.
 - Attends monthly Board of Trustees meetings and makes various reports to that body, including a detailed Director's report.

2. Personnel Management
 - Trains and supervises employees and volunteers. This includes scheduling, day-to-day supervision, staff and volunteer selection, evaluation, promotion, termination, etc.
 - Ensures that library staff members attend professional development workshops/conferences, and are adequately trained to keep current with new and updated library services and technology.
 - Assesses performance of and makes recommendations for hiring or termination of employees under Library Director's supervision.
 - Fills in when necessary for employees on vacation, absent because of illness, etc., or makes sure that gaps are filled by other employees.

3. Building and Grounds
 - Oversees that the library property is maintained and suggests improvements to the Board of Trustees.
 - Oversees the use of the John F. Chick Meeting Room, following the policy set forth by the Trustees.
 - Supervises the use of the library bulletin boards.
 - Oversees maintenance of and plans and implements upgrades of library equipment, computers, and furnishings.

4. Collections and Acquisitions

- Oversees the selection and purchase of materials for the library, including books, periodicals, audio-visuals, software, electronic resources, computers and technology, supplies and equipment, etc.
- Resists censorship at all stages of the selection and disposal of materials and the use of the collection and the library itself, according to the American Library Association's Library Bill of Rights and its interpretations.
- Oversees cataloging, classifying, processing, and shelving of library books and other materials. Maintains accurate catalog and computer records with help of Assistant Librarian.
- Oversees the collection, organization, preservation and archiving of local history content in all formats, including audiovisual, paper, and digital. Establishes measures to provide access and also maintain security of local collections.
- Evaluates and deselects (weeding) library materials, delegating this to Assistant Librarian as appropriate.
- Makes or directs staff to make simple repairs on damaged items; disposing of worn, obsolete or unsuitable materials according to generally accepted library principles.

5. Public Services

- Ensures circulation processes run smoothly.
- Keeps updated registration information for library members.
- Assists members with reference questions using available resources in the library, in the community, online, and through library networks.
- Assists public with use of library computers and equipment.
- Develops and offers training to the public on use of computer programs and other library-related technology.
- Borrows materials from the State Library or other libraries as needed; loans materials to other libraries when requested.
- Prepares displays and exhibits likely to interest the community.
- Plans library programs, including special events, workshops, lectures, book discussions for children, teens, and adults according to community interest and need.
- Conducts and/or assists library staff with story time and summer reading programs.
- Initiates outreach efforts to bring library services to resident populations that have limited access due to location, schedule, or physical reasons.

6. Growth and Development/Planning of Library Services

- Plans and /or oversees changes in the services provided by the library, including new services or downsizing, including helping the Board of Trustees with long-range planning.
- Plans and/or oversees outreach programs to various groups in the community, including elementary school age children, young adults, adult new readers, senior citizens, etc.
- Fosters community programs with the help of library staff members, such as children's story hours, discussion groups, lectures, etc., providing time, meeting space and funding as available.

7. Policy and Procedure

- Helps Board of Trustees make sure library policies relating to personnel are up-to-date, submitting changes and revisions to the Board annually or when required. This includes personnel policies, job descriptions, evaluation forms, etc.
- Prepares and updates and / or oversees the preparation of library policies relating to the circulation of materials, non-discrimination, book selection, new technologies, drug-free workplace, etc. and submits these to the Board of Trustees when necessary for approval.
- Monitors the library's compliance with laws and regulations.

8. Public Relations and Communications

- Conducts a full range of public relations for the library, including press releases, speeches, official correspondence, brochures, participation in local service clubs, etc.
- Publicizes library services, programs, and events through local media, including newspapers, radio, posters, the library's website and social networks.
- Performs an active role as a communication link between the Board of Trustees, the Friends of Madison Library, and library staff, as well as the general public and library patrons.
- Maintains library website with the assistance of other library staff.

9. Interlibrary Cooperation

- Fosters interlibrary cooperation and coordination on the local, regional and state level by active participation in activities and professional organizations.
- Explores, initiates, and /or enters into cooperative sharing agreements with other libraries for programming, purchasing, and licensing of online resources when in the best interest of the community.

10. Professional Development

- Attends professional development educational sessions, workshops and conferences, as staffing patterns, financing and work load permit.
- Attends meetings of and takes an active role in regional library association(s).
- Keeps informed of the latest developments in librarianship through professional reading and communication with peers.

11. Performs other related duties as assigned.

Supervisory Relationships

- Reports to the Board of Trustees
- Supervises Assistant Librarian, Library Associate(s), Staff Substitute(s), and Volunteers

Job Qualifications

- Masters degree in Library Science from an institution accredited by the American Library Association
- Previous library experience
- Supervisory ability and experience
- Ability or experience in budget preparation

- Knowledge of and ability to follow accepted professional library practice
- Ability to interact successfully with staff, the public and the Board of Trustees, i.e. possesses public relations skills.
- Ability to lift up to 40 pounds, and agility to reach both the highest and lowest shelves in the library.

Technology Skills

- Understands computer networks and has ability to install software and hardware, and/or is able to provide technology support contractor with specifications for doing so.
- Possesses advanced internet searching skills, and is an experienced user of office software (word processing, spreadsheets, etc.)
- Is able to configure, use, and maintain Integrated Library System and online catalog, databases, and online subscriptions.
- Has experience with website design, content management systems, and social networking applications.

Physical Requirements

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

Approved: January 18, 2012 by the Board of Trustees

Revised: December 17, 2014 by the Board of Trustees