



## **NEWMARKET PUBLIC LIBRARY**

### **DIRECTOR Job Description**

#### **General Summary**

This is highly skilled work overseeing the daily operations of the library and exercising authority with regard to personnel, financial management and strategic planning, library automation and expanding information technologies, building facilities, purchasing, collection development, programming and community (public) relations. The library director administers all aspects of library service with a high level of independent responsibility and accountability. The director works closely with the trustee treasurer on the operations budget and funds. The director must have imagination, a creative approach to problem-solving, and a sincere interest in people. The Director must be able to establish effective relationships with library employees, the Library Board of Trustees, the Town Council, the town administrator and department heads, volunteers and the community.

#### **Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **Personnel**

- Recruits, hires and dismisses all library personnel after consulting with Board of Trustees.

- Supervises staff, assigning duties and making reassignments as necessary to ensure efficient use of personnel.
- Oversees training of library staff.
- Provides opportunities for professional development and advancement.
- Recognizes staff accomplishments and professional growth.
- Oversees training and supervision of volunteers.
- Formulates and implements procedures to ensure the smooth delivery of library operations and services.
- Promotes an atmosphere conducive to communications between staff and director and provides opportunities for staff participation in the decision making process.
- Monitors and updates job titles and descriptions.
- Formulates recommendations to personnel policy subject to Board of Trustees approval.
- Interprets and administers personnel policy.
- Maintains accurate personnel records.
- Performs annual staff evaluations and makes appropriate personnel recommendations to the Board of Trustees.
- Monitors pay equity for staff and advises Board of Trustees on staff salaries.
- Fills in when necessary for employees on vacation, for absences because of illness, and for unpredictable gaps usually filled by other employees.
- Plans and conducts staff meetings as needed.

### **Library Board of Trustees**

- Recommends, interprets, implements and communicates library policies approved by Board of Trustees.
- Have a vision for our evolving library which includes evaluating future needs for library services and resources and preparing short and long-range plans for the library.
- Works with the Library Board in evaluating the effectiveness of library services in the community
- Attends monthly Library Board meeting, providing Director's report, as well as reporting on any problems and ongoing projects.
- Works with the Library Board in preparing an annual budget, drafting library-related warrant articles and updating the library's capital improvement plan.

- Prepares annual report for the New Hampshire State Library and for the Town of Newmarket.

## **Financial**

- Prepares all library deposits and bill payments for Board treasurer as needed.
- Ensures that accounting of all expenditures and revenues is in compliance with federal and state laws as well as with the guidelines established by town auditors, the finance director and the Board of Trustees.
- Prepares draft of an annual budget for review by Library Board of Trustees.
- Works with Library Board of Trustees in presenting library's budget request to the town administrator, budget committee and the Town Council.
- Pursues and/or oversees grant writing.
- Provides support for various library fundraising activities.

## **Collection Development**

- Coordinates collection development through timely materials selection and regular deselection of worn or dated materials per the library's collection development policy.
- Coordinates selection and purchase of memorial and gift materials per the library's gift policy.
- Accepts books and materials donations per the library's gift policy.
- Meets with vendors and salespersons as necessary.

## **Technology and Technical Services**

- Oversees technology planning in conjunction with the Town Information Technology Director.
- Coordinates cataloging and processing of library materials.
- Ensures that the library holdings are accurately reflected in the library's automation system and in NHAIS (New Hampshire Automated Information System).
- Ensures that state inter-library protocols are being followed.
- Remains current with technical advances in information retrieval and library processes.

- Develops and maintains library website.

## **Public Relations**

- Oversees all library publicity, per the public relations policy.
- Represents or appoints staff to represent the library at various community and town functions; serves as the library spokesperson.
- Writes and/or approves all news releases, library flyers, publications, etc.
- Oversees special projects that promote library services.
- Develops and maintains library website ensuring for timeliness and relevancy.
- Coordinates library programming; works with staff to develop and implement new programs.
- Effectively communicates library policies and services to library patrons and volunteers.
- Effectively address patron complaints and public criticism of the library.
- Maintains involvement with local, regional, state and national library professional organizations, attending meetings and seminars.
- Responds promptly and appropriately to all correspondence and requests for information.
- Acknowledges all gifts and donations made to the library in a timely manner.
- Works closely with the Friends of the Newmarket Public Library, providing resources and assistance as possible.
- Oversees volunteer recognition.

## **Facility**

- Oversees completion of regular maintenance and cleaning procedures.
- Attends to all necessary repair and service needs for the building and grounds.
- Works with the Library Board to evaluate space needs and facility requirements.
- Ensures that library facility complies with federal, state and town laws and regulations as much as possible.
- Experience in library renovation or public building projects.

## **Knowledge, skills and abilities required by the position**

- Knowledge of library practices and procedures, including collection development, reference and technical services, adult and youth programming, interlibrary loan and circulation.
- Knowledge of NHAIS (New Hampshire State Automated Information System).
- Knowledge of Town and municipal budget practices and knowledge of how public and private funding is to be spent and reported under federal and state regulations.
- Knowledge of technical advances in information retrieval and library processes.
- Knowledge of specialized library software, preferably The Library Corporation's library automation system.
- Knowledge of open source website development tools and content management information systems.
- Knowledge of management and personnel administration.
- Knowledge of federal, state and local laws regarding safety and ADA codes.
- Skill in oral and written communication.
- Skill in performing basic mathematical, financial and statistical calculations.
- Skill in the use of such office equipment as computer, copier, fax machine, networked printer, receipt printer, barcode scanner.
- Skill in setting goals, providing positive reinforcement and giving constructive critiques.
- Ability to analyze community interests and needs and to plan appropriate library service.
- Ability to interact with the public and maintain its confidence.
- Ability to display a friendly, courteous and professional demeanor.
- Ability to work effectively and cooperatively with staff, patrons, volunteers, Library Board, Town officials and other department heads.
- Ability to demonstrate initiative and self-motivation.
- Ability to multi-task, organize and prioritize work.
- Ability to work well under pressure.
- Ability to perform well in a fast-paced work environment with frequent interruptions.
- Ability to adhere to library policies, procedures and practices.
- Ability to use computers, the network, networked printers, and software such as MS Office, Open Office and electronic databases.
- Ability to be available for meetings and library activities as needed.

- Ability to remain current with trends and developments in librarianship.

### **Organizational Relationship**

Reports to the Library Board of Trustees

### **Education/Experience Requirements**

Applicants must have an ALA accredited Master's Degree in Library Science, strong communication skills, public library administrative and supervisory experience. The successful candidate must demonstrate an exceptional ability to direct a public library in a community which has set a high standard for service.

EMPLOYEE (SIGNATURE/DATE)

CHAIRMAN, LIBRARY BOARD OF TRUSTEES (SIGNATURE/DATE)

Job description approved by Library Board of Trustees: July, 2013