



SANDOWN PUBLIC LIBRARY

305 Main Street • P.O. Box 580 • Sandown, N.H. 03873 • 887-3428

Position Title: **Director**

Department: Library

Reports To: Board of Trustees

GENERAL SUMMARY:

Serves as the administrative officer of the Library under the general direction of the Board of Trustees and is responsible for planning, organizing, directing, and managing all aspects of the Library. The Director ensures conformity with the mission/goals/objectives and policies established by the Board of Trustees, in accordance with municipal, state and federal laws and regulations. Recommends to the Board of Trustees the appointment of all employees.

The Director is accountable for five major areas of responsibility:

- Management and development of the staff
- Maintenance of the physical plant
- Sustaining a viable collection
- Developing and administering the operating budget
- Maintaining the good will of patrons, the public, and town officials to determine community interests and develop responsive new programs and services

ESSENTIAL JOB FUNCTIONS:*

- Ensures all personnel promote and support the mission/goals/objectives of the Library, abide by all laws and regulations governing libraries, and implement all Sandown Public Library policies and procedures.
- Assesses community preferences for library services and evaluates trends to keep abreast of needed changes.
- Formulates, sets priorities for, and implements Long Range goals and objectives regarding library operations in conjunction with the Board of Trustees and staff and recommends policies and procedures to meet them.
- Articulates and interprets library policies and procedures through staff meetings, written statements, manuals, and reports.
- Directs daily operations to ensure high quality and cost effective services. Collects and analyzes statistics to evaluate effectiveness of operations and functions.
- Recruits, interviews, and recommends staff appointments to the Board of Trustees. Supervises and reviews performance of all library staff.
- Ensures all personnel policies are enforced and performance review schedules are maintained.
- Develops and oversees collection development plan.
- Ensures strict confidentiality of personnel issues, patron records, and non-public documents.
- Teaches, models, and sustains excellent customer service practices, leadership and supervisory skills.
- Prepares annual budget with Board of Trustees. Articulates budget needs and answers questions related to financial needs, both in terms of operations and capital items. Co-presents budget request to Selectmen and Budget Committee with Trustees.

- Administers and manages the approved budget in concert with the Library Bookkeeper. Adjusts expenditure patterns with Board of Trustees as necessary and authorizes bills for payment.
- Ensures implementation of proper accounting principles and safeguards.
- Manages Library revenue (fines, fees, donations, grants, trust funds, etc.); seeks and secures contributions to Library services and programs from external sources.
- Prepares and maintains, for Board approval, required reports to the Town and State; prepares correspondence and detailed reports for Board members and Town officials.
- Manages and assures proper maintenance of the building and equipment, including the electrical, heating, ventilating, and mechanical systems. Deals with service contractors and vendors for repairs and maintenance. Coordinates and supervises interior arrangements of the physical facility. Assesses needs and recommends new or replacement purchases. Negotiates contracts.
- Manages and executes goals and objectives of the Library Technology Plan and works with the network maintenance contractor.
- Represents the Library to the patrons, the community, and professional groups.
- Oversees library public relations, including writing press releases, outreach, and marketing services.
- Reviews and responds to Right-to-Know requests pursuant to New Hampshire laws.

OTHER DUTIES AND RESPONSIBILITIES:

- Acts as liaison to Town Departments.
- Attends Town Department Head meetings.
- Assists and guides local volunteer groups and serves as a member of the Friends of the Library.
- Serves as Board representative to Southern New Hampshire Library Cooperative and other library or government organizations as needed.
- Maintains current knowledge of public library services and trends through reading appropriate literature and attendance at workshops and conferences.
- Maintains connections to and represents Library to State Library, statewide and regional library associations; keeps abreast of American Library Association information and actions.
- Performs other duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require an MLS or MLIS degree.
- Three to five years supervisory/management experience.
- Thorough knowledge of current library science principles and practices and the resources, programs, and services available to public libraries.
- Knowledge and experience of budgeting and personnel administration.
- Knowledge of library laws, funding, and reporting procedures.
- Ability and experience to lead, supervise, direct, and evaluate a work staff composed of professional and non-professional employees and volunteers in part-time capacities.
- Ability and demonstrated experience in motivating and directing employees to meet goals in a productive manner.
- Ability to effectively communicate verbally and in writing.
- Prepare grant applications when grant opportunities are offered in order to supplement local funding of library operations.
- Ability to maintain effective working relationships with the Board of Trustees, staff, Town officials, community groups, and other libraries.

- Ability to project a positive and professional public image and make effective public presentations.
- Skills in Human Resource management and supervision, including the ability to address inappropriate behavior of staff or patron conduct.
- Knowledge and experience with technology related to library service and science.
- Ability to multi-task.
- Skills in technology necessary to administer library, including those needed for budget administration, data collection, report generation, etc.
- Possession of a good sense of humor.

SUPERVISORY RESPONSIBILITY:

- Supervises and coordinates the work of all library personnel.
- Responsibilities included training, planning, assigning work, setting priorities; appraising performance, disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Extended periods of time on computer and phone requiring eye-hand coordination and finger dexterity.
- Regularly required to walk, stand, sit, bend and reach.
- Occasionally required to lift books, materials, equipment.
- Must be able and willing to work a flexible schedule which may include some weekends and evenings and occasional periods of extended hours.
- Must be willing to travel to meetings and conferences.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who are persons with disabilities or who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**