

## **LIBRARY DIRECTOR, PHILBRICK JAMES LIBRARY, DEERFIELD, NH**

### **DESCRIPTION:**

The Director is the front-line person in creating a welcoming environment for all ages. They are expected to be comfortable working closely with library patrons, town administrators, and the Board of Trustees. Excellent oral and written communication skills and a service-oriented attitude are required.

The Library Director exercises considerable judgment in making administrative decisions including personnel, public relations, collection development, budget management, program creation & implementation, and supervision. The director, who reports to the elected Board of Trustees, provides leadership to 2-3 part time staff and to volunteers. The director is the library's sole full time employee.

The Library Director serves as the spokesperson for the library to the community and represents the library in interactions with town officials.

### **EDUCATIONAL/PROFESSIONAL REQUIREMENTS:**

- A Bachelor's degree is required; a Master's degree in Library Science or a related field is preferred.
- A minimum of three years of professional public library experience is preferred.
- Excellent interpersonal and communication skills and proficiency with technology are required.

### **SKILLS REQUIRED:**

- Strong proficiency with computers, library technology, internet, and social media.
- Ability to communicate effectively and maintain positive working relationships with the Board of Trustees, library staff, and the general public.
- Knowledge of management principles and public library administration including budgeting, organization, personnel, and public relations.
- Ability to supervise the Library's collection development, including the selection and withdrawal of books, periodicals, audio-visual and electronic materials.
- The ability to multi-task and provide quality customer service is essential.

### **SPECIFIC DUTIES:**

- Responsible for supervising, delegating, scheduling, evaluating, and recruiting staff and volunteers.
- Prepares the annual budget in conjunction with the Board of Trustees, and presents it to the Board of Selectmen and the Municipal Budget Committee.
- Controls the expenditure of funds within established constraints.
- Purchases new equipment and furnishings within established constraints.
- Prepares monthly and annual financial and statistical reports for review by the trustees, and prepares annual reports to the Town of Deerfield and the New Hampshire State Library.
- Attends Board of Trustee meetings. Prepares agenda and monthly reports and notifies Board

of upcoming meetings.

- Attends quarterly regional director's meetings and any pertinent meetings of the town government
- Supervises maintenance of library building, equipment, furnishings and grounds.
- Maintains and develops library collections and equipment. Evaluates collection for balance and comprehensiveness.
- Keeps informed of current developments in library field, legal issues facing libraries, and emerging technologies by attending workshops, professional meetings, and reading current literature.
- Develops long and short term goals for facilities, technology, and staffing.
- Provides reference and reader's advisory services to patrons when needed.
- Responsible for outreach and public services.
- Performs other duties as required.