

TOWN OF SPRAGUE

LIBRARY DIRECTOR JOB DESCRIPTION

JOB TITLE: Library Director

DEPARTMENT: Sprague Public Library

NATURE OF WORK: This is highly responsible, professional work as the Library Director for the Sprague Public Library. The Library Director plans, organizes, and directs a comprehensive program of community library, informational, educational, cultural, communications and related services. The position requires knowledge and understanding of library procedures such as classification systems, reference sources cataloguing, and filing. Duties include being responsible for the daily operation of the Sprague Public Library, in accordance with established policies, within budgetary guidelines, and utilizing sound library practices. The position requires independent judgment, initiative, maturity, observation, and communication skills. The position also requires attendance at all Board of Director's meetings.

SUPERVISION RECEIVED: The Library Director works under the general supervision of the Library Board of Directors and under the direct supervision of the First Selectman.

SUPERVISION EXERCISED: In accordance with established personnel policies and procedures, the Library Director supervises all library staff and volunteers.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides specialized professional services including collection development and maintenance.

Prepares narrative and statistical reports including the annual budget report for the First Selectman, the Library Board, the State Library and the Board of Selectman, as appropriate.

Assists in the selection and hiring of staff and volunteers. Supervises, trains, develops and evaluates the performance of library staff and volunteers. Plans and implements staff development programs, including computer training. Schedules staff hours. Coordinates and supervises all volunteer activities.

Handles all library mail and phone calls. Refers matters as needed to the Board of Directors.

Maintains the petty cash fund. Records the specific source of all income (i.e., late fees, donations, book sales) and the running total in accordance with accepted bookkeeping practices. Includes the petty cash written report in the monthly Director's Report.

Prepares a monthly written report including monthly statistics. Presents report to the Board of Directors at the monthly Board Meeting.

Selects, orders, and processes library materials that meet the needs of the library at the most economical price available. Processes all invoices and forwards bills to the First Selectman's office for payment in a timely fashion.

Maintains and operates the circulation desk, records, files and other important data necessary to operate the library.

Researches and reports grant opportunities, which would aid the library's programs, to the Board. Prepares applications for federal aid grants and community organization funds.

Plans and conducts library programming for adults and children.

Maintains library news for the Our Town monthly newsletter. Maintains the Library's Webpage and Facebook account.

Works with the Board of Directors to promote greater use of the library.

Utilizes state library services including but not limited to ICONN, C-CAR, and State Service Centers.

Keeps computer skills current for all members of the staff.

Provides computer help and guidance to all patrons.

Performs written job evaluations on all library staff and submits them to the Board for review prior to discussion with an employee. Discusses each evaluation with the employee involved, noting their strengths as well as areas needing improvement.

Oversees the cleanliness, orderliness, and maintenance of the library. Eliminates clutter. Keeps all signage professional.

Keeps the Board of Directors informed of any need for repairs or replacement of facilities and equipment.

Membership in the Connecticut Library Association IS IMPERITIVE to keep the Director and the staff current on professional programs, seminars, and conventions that provides classes and workshops for staff development.

Must possess considerable ability to establish and maintain effective and courteous working relationship with Town and public officials, residents, members of the general public, other departments and agencies, co-workers and volunteer.

Assigns or delegates duties as appropriate and necessary.

Ability to work long hours, including weekends and evenings, as required.

Regular attendance is a requirement of this position.

******The duties listed above 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.******

OTHER JOB FUNCTIONS: The Director shall perform related duties and responsibilities as required.

QUALIFICATIONS PROFILE

Knowledge Skills and Ability

Thorough knowledge of the principles and practices of library science.

Thorough knowledge of the bibliographic standard of cataloguing.

Thorough knowledge and experience in data entry, cataloguing, and online library systems.

Excellent communication skills; both verbal and written.

Skilled in the ability to sensitively and effectively respond to inquiries and complaints from members of the general public.

Ability to read, analyze and interpret business and professional journals, financial reports and legal documents.

Ability to perform mathematical calculations, prepare and analyze financial reports, and to accurately account for Town funds.

Ability to effectively prepare and present information to the Board and members of the general public

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to establish and maintain effective and courteous working relationships with other town officials, the general public, other departments and agencies, and staff. Ability to relate to the public in a helpful, friendly and professional manner. A demonstrated ability to work effectively with the Sprague Public Library Board of Directors, library staff, volunteers.

Basic knowledge of the computer applications owned by the Library.

Ability to effectively supervise staff and volunteers. Ability to enforce regulations with firmness and tact.

Ability to prioritize, organize and perform work independently and to assume responsibility for the completion of routine duties.

Ability to work within the organizational framework of a public library. A positive and caring attitude and the ability to create an open and inviting atmosphere.

Ability to maintain accurate reports.

Ability to prioritize job duties within the office.

Ability and willingness to develop and implement new programs and activities.

Ability to get to and from work, meetings, programs, training and/or sites to pick up materials, as required.

A criminal background check will be conducted prior to employment.

Experience and Training

- Masters in Library Science preferred, but a lesser degree and experience may be substituted for the MLS.
- Associates Degree and/or experience in Library Administration Management.
- A Minimum of three years experience in a library setting.
- Supervisory and computer experience is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to speak and hear. The employee is frequently required to sit, stand, walk, bend, twist, stoop or crouch. The employee must have the ability to lift, move, reorganize and shelve books on a daily basis. The employee frequently has to lift, move, reorganize and shelve reference books and/or carry objects including boxes of books which may weigh up to 25 pounds. The employee must have the ability to routinely use hands, fingers, and wrists for repetitive motion; to handle and/or feel equipment, objects, tools or controls and reach with hands and arms.

The employee is required to climb stairs, ladders or step stools to various levels.

Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. The employee must possess normal audio ability.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. An ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required. Employee must be free from mental and physical disorders that would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and coworkers in every day stressful and emergency situations. Employee may occasionally have to function in a situation where subjected to aggressive verbal behavior.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******