



TOWN OF MONROE

EMPLOYMENT JOB DESCRIPTION

POSITION TITLE: Library Director

DEPARTMENT: Library

REPORTS TO: First Selectman with policy advice from the Library Board of Trustees

CLASSIFICATION: Salaried; non-union; 35 hours per week

JOB SUMMARY:

Under the general supervision of the First Selectman and with policy advice from the Library Board of Trustees, performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for the Town of Monroe.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation
- Participates in the recruitment and selection of library personnel
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
- Prepares and presents library budget proposal for approval, and monitors and approves expenditures from the official operating budget
- Confers with the Library Board of Trustees to establish operating policies and to review the library's menu of services
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
- Participates in the planning, organization, and management of technical and automation services for the library
- Directs a public relations program to promote and publicize the library's collections, services, and programs within the community
- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Connecticut State Library
- Interacts with the appropriate town employees for the maintenance of the library's building, furnishings, and equipment
- Responsible for the collection and accounting of fines, fees, and other charges
- Administers the volunteer program, including recruitment, training, scheduling, and evaluating
- Prepares regular narrative and statistical reports for the First Selectman, the Library Board of Trustees, and others as designated
- Assists in preparing meeting agendas and materials and participates in Library Board of Trustees meetings
- Establishes priorities as determined by need
- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups
- Reviews and evaluates the library's services and programs on an annual basis
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award

- Maintains inventory of department equipment, furniture, and supplies
- Prepares specifications for purchase of equipment and supplies
- Assists with direct patron services, as needed
- Works with the Friends of the Library organization in promoting the library before the community
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Performs other duties, as required

SUPERVISION EXERCISED:

Supervises all library staff and volunteers

EDUCATION/SKILLS/EXPERIENCE:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to prepare administrative reports in a clear, logical manner
- Ability to understand and interpret library policies, procedures, and rules
- Ability to keep records accurately
- Ability to interact courteously and effectively with elected and appointed officials, town employees, library staff and volunteers, the library's business contacts, and the general public
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession
- Thorough knowledge of library resources: print, non-print, and electronic
- Knowledge of library automation
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

MINIMUM QUALIFICATIONS:

Master's Degree in Library Science from an ALA-accredited institution required, plus 7 years of increasingly responsible experience as a librarian in a public library, including 5 years of supervisory experience.

PHYSICAL REQUIREMENTS:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
- Ability to operate computers with proficiency using library software, word processing, spreadsheets, and the Internet
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to read printed materials and information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to work flexible hours to observe library during all hours of public operation
- Ability to travel to attend meetings both inside and outside of Monroe

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position