

## **Hampton Falls Free Library Library Director**

**JOB SUMMARY:** Directs and coordinates the daily operations of the library. Works with the Trustees to develop annual budget and establish goals, objectives, priorities and strategies for the Library. Supervises and evaluates staff. Attends committees and organizational meetings, which address library issues.

**DUTIES AND RESPONSIBILITIES:** The following functions are essential to this position:

### **Administration and Supervision Duties**

Manages the overall operations of the Library to ensure efficient operation of systems, and to provide high quality library service. Continually evaluates the effectiveness of library services in relation to the changing needs within the community.

Recruits, selects and trains new personnel; assigns duties and makes reassignments as necessary to ensure best use of staff. Performs annual evaluations of staff; promotes an atmosphere conducive to effective communication between staff, director and Board of Trustees. Conducts regular staff meetings.

Plans long and short-term goals, objectives, and priorities for the library in conjunction with the Board of Trustees and helps develop plans to measure their effectiveness.

Develops, communicates, and monitors policies, procedures, and standards for areas of assignment; analyzes and evaluates library policies, interprets and implements policies approved by the Board and recommends adjustments to policy and planning to Board of Trustees.

Attends and reports to the Board of Trustees by:

- Attending monthly Board meetings
- Preparing monthly report for the Board
- Works with Board to develop and prepare annual operating budget
- Monitors expenditures and revenues to ensure all accounting practices are followed in accordance to accepted standards

Promotes effective communication with library patrons on issues regarding policies, purchases and services. Responds promptly and appropriately to all correspondence.

Ensures that library services and facilities comply with federal, state and town laws and regulations.

Ensures that library maintains current technology.

Submits annual reports and statistics requested by the State Library.

Prepares questionnaires and surveys to determine user needs.

Applies for grants from state and federal sources.

### **Public Relations Duties**

Represents the Library at various functions within the community to establish and maintain goodwill and respond to issues where appropriate.

Writes a regular column for the newsletter, creates press releases, and coordinates media coverage for library programs

Creates and implements a user-friendly and informative library web site

Oversees library programming for adults including scheduling presenters, securing funding, promoting programs, and evaluating programs.

Works with the Friends of the Library and provides resources and assistance as needed.

Maintains active involvement in local and state professional organizations and attends professional meetings and conferences.

Participates in Town Joint Loss Management Committee.

### **Collection Development Duties**

Oversees the selection and collection of all books, periodicals and other media for adult services, reviews selection tools, reviews books, periodicals and items which are outdated or not used and coordinates their removal. This also includes

- Evaluating and updating Materials Selection/Collection policy
- Soliciting suggestions from staff, Trustees and users for additions to the collection
- Developing collections from donations and gifts to the library
- Selecting criteria for weeding materials from the collection and overseeing library book sales

Promotes collection through book displays, book reviews, and social media.

Coordinates in-person and online book sales.

Moderates monthly adult book discussions.

Evaluates use of electronic resources.

Catalogs books and other media prior to circulation

Conducts periodic inventory of the collection

### **Facility Maintenance Duties**

Contracts for and oversees necessary repairs throughout the building and grounds

Oversees completion of regular maintenance procedures

Reviews need for and acquisition of necessary service contracts

Supervises the library computer system, handles equipment problems, back-up systems.

Performs other related responsibilities as necessary

Evaluates building for maximum use of space.

**Professional Characteristics:**

Is outgoing and friendly, works effectively with staff, patrons, the Board of Trustees, the Town Administrator and Board of Selectmen, as well as other Department heads within the Town of Hampton Falls.

- Demonstrates initiative, is a self-starter
- Demonstrates ability to focus on details
- Actively cooperates with others, promotes teamwork
- Adheres to library policies, procedures and standard practices
- Conforms to standards of professional behavior
- Demonstrates ability to organize work and carry through established procedures in a friendly and courteous manner
- Performs other related duties as assigned

**VOCATIONAL PREPARATION, SKILL AND ABILITY REQUIREMENTS**

M.L.S. or equivalent graduate degree or related experience from an institution accredited by the American Library Association is highly desirable. Prior public library management experience including personnel supervision, budget management and policy development highly desirable. Has strong oral and written communication skills and the ability to develop comfortable working relationships with the public, staff, Trustees, and local government officials. Is knowledgeable in professional library skills and techniques. Knowledge and understanding of the role of appropriate technology in a library setting is necessary.

**OTHER CONSIDERATIONS AND REQUIREMENTS**

- Job requires frequent walking and standing. Physical stamina is required, as well as the ability to lift at least 20 pounds, to push and pull fully loaded book carts and other library equipment and materials.
- Good alpha-numeric skills necessary.
- Ability to listen, understand, and interpret patron and staff requests and questions.
- Should be self-motivated, have a professional attitude and display commitment to the job.
- Good sense of humor is highly desirable.