

**Nesmith Public Library
Position Description**

Position Title: **Director**

Department: Administration

Reports To: Board of Trustees

Approved by Board of Trustees – 11/29/18

GENERAL SUMMARY:

Under the direction of the Nesmith Library Board of Trustees (BOT), the director serves as the chief administrative officer of the Nesmith Library, responsible for planning, organizing, directing, and managing all aspects of the library in conformity with the mission/goals/objectives and policies established by the BOT, along with appropriate municipal, state, and federal laws and regulations. The director is expected to provide a leadership role within the library, the community, and the library profession. The director serves as the official representative of the library.

The Director is accountable for five major areas of responsibility:

- Develop and maintain the good will of patrons, the public, and town officials and respond to the changing needs of the community – and work to create a public library environment that is welcoming and inclusive.
- Sustain a viable and thriving library within a customer-focused framework
- Manage, professionally develop, and evaluate staff; including presenting hiring/appointment recommendations to the BOT
- Develop and administer the budget
- Maintain and manage library facilities

ESSENTIAL JOB FUNCTIONS:*

- Act as liaison to town administrator, town departments, patrons, the community, and professional groups. Serve as BOT representative to library or government organizations.
- Serve on the GMILCS Consortium board and act as the liaison between the consortium and library staff.
- Demonstrate leadership and maintain high ethical standards within the organization.
- Take initiative, solve problems, effect change, and maintain a positive work environment.
- Teach, model, and sustain excellent customer service practices.
- Encourage staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities.
- Attend approved conferences, seminars, and other professional development programs.
- Assess community preferences for library services and evaluate/investigate current and new trends to keep abreast of needed changes in techniques, materials, and equipment.
- Direct the daily operations to ensure high-quality and cost-effective services; analyze operations and functions; plan, organize, monitor, and prioritize the work of staff by defining expectations for performance, goals, programming, and service.
- Oversee collection development.
- Formulate, set priorities for, and implement short-term/long-range goals and objectives regarding library operations in conjunction with the BOT and staff, and recommend policies and procedures to meet them.

- Serve as the library's personnel administrator under policies set by the BOT. Recruit, interview, and recommend staff appointments/promotions to the BOT. Supervise and conduct yearly performance reviews of staff personnel.
- Create opportunities for staff to suggest and implement improvements in library's collection, services, and programs.
- Articulate and interpret library policies and procedures through staff meetings, written statements, manuals, and reports, defining expectations for staff performance.
- Ensure strict confidentiality of personnel issues, patron records, and non-public documents according to state and federal laws and library policy.
- Provide monthly financial reports and planning data to the BOT to assist in establishing long- and short-term financial priorities and ensuring implementation of proper accounting principles, safeguards and Revised Statutes Annotated (RSA) compliance.
- Administer budget per requirements of the Nesmith Financial Policy and Procedures Manual, adjust expenditure patterns with BOT treasurer as necessary, and authorize bills for payment. Articulate budget needs, both in terms of operations and capital items, to BOT.
- Prepare annual budget with BOT finance committee and present BOT-approved budget request to town with BOT treasurer/representative.
- Manage library revenue (fines, fees, donations, grants, trust funds, etc.).
- Seek and secure contributions, both financial and otherwise, to library from external sources.
- Prepare required town and state reports for BOT approval.
- Manage and ensure proper maintenance of the building and equipment, including the electrical, heating, water, ventilating, and mechanical systems. Interact with service contractors and vendors for repairs and maintenance.
- Coordinate and supervise interior arrangements of the physical facility. Assess needs and recommend new purchases and future space needs to BOT.
- Oversee computer systems, research library technology, and plan for the future technological needs of the library. Coordinate with town information technology director.

OTHER DUTIES AND RESPONSIBILITIES:

- Support and facilitate the work of the Friends of the Library of Windham (FLOW).
- Maintain connections and represent library to NH State Library and national, state, and regional library associations.
- Look for new collaborations with other organizations.
- Review and respond to Right-to-Know requests pursuant to federal and New Hampshire laws.
- Perform other duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- MLS or MLIS degree preferred, eight+ years of library experience, and four+ years of supervisory/management experience, or an equivalent combination thereof.
- Thorough knowledge of current library science principles, practices, and the resources, programs, and services available to public libraries in addition to library laws, funding, and reporting procedures.
- Excellent verbal and written communication skills (including public speaking).
- Ability to cultivate effective relationships with the BOT, staff, town officials, public (including children, seniors, etc.), volunteers, community groups, and other libraries.
- Strategic thinker (e.g., assess trends relating to library services and community needs, effectively formulate a plan to meet them, and develop policies).
- Budgeting and personnel administration.

- Superior organizational and analytical skills.
- Information technology knowledge and experience.

SUPERVISORY RESPONSIBILITY:

- Supervise and coordinate the work of the staff and volunteers.
- Accountable directly or indirectly through subordinate department heads for the performance and development of all staff.
- Train, plan, and assign work as well as setting priorities; appraise performance, including the disciplining of employees; address complaints and resolve problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Typical office environment, not subject to extremes in temperature, noise, odors, etc.
- Extended periods of time on computer and phone.
- Regularly required to walk, stand, sit, bend, and reach.
- Occasionally required to lift books, materials, and equipment.
- Must be able to meet deadlines.
- Must be able and willing to work a flexible schedule, including some weekends and evenings and occasional periods of extended hours.
- Must be willing to perform limited travel to attend 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.**

