Director, Stonington Public Library

**Position Type:** Non-MLS, Public

**General Responsibilities**

The Director serves as the chief executive officer of the Library, a 501-c-3 non-profit corporation, in concert with the Board of Trustees and under the direct supervision of the President of the Board of Trustees. The Director is responsible for the functioning of the Library as a whole, with specific responsibilities including staffing, budgeting and budget control, programming, recommending policy adjustments to the Board, and working cooperatively within the community to further the Library's programs and services and to meet community needs. The position is year-round, part-time, and paid hourly, plus benefits as determined by the Board.

**Duties and Responsibilities:**

**Collections and Programming**

- The Director is responsible for overseeing and providing library services to all ages, children to adult, and public programming sponsored by the library.
- Actively manages and develops the collections to provide materials and programs appropriate for the needs and interests of Library patrons and the community.
- Develops and oversees programs that support and extend the Library mission and collections.

**Marketing, Promotion and Community Collaboration**

- With support from the Board, performs effective community relations and promotes library programs through community presentations and other means.
- Coordinates and collaborates with area organizations such as schools, historical societies and other community-based groups.
- Maintains Library liaison with other non-profit organizations, as well as with Federal, state, and local officials.

**Management**

- Manages and supervises library operations to achieve goals with available resources, including budget and personnel.

**Supervisory**

- Consistent with applicable laws, regulations and policies, exercises control over the hiring, firing, discipline and scheduling of employees of the Library, and makes salary recommendations to the Board.
- Directs Library employees and other support staff, including volunteers, contract and seasonal personnel, providing effective direction to staff to assure the quality of public service.

**Fiscal**

- Monitors the fiscal soundness of library operations.
- Prepares the annual budget for Board review and approval, and administers the budget including cost control activities in collaboration with the Trustees’s Finance Committee.
- Oversees necessary bookkeeping, according to approved policies and procedures.
- Assists the Board in the maintenance, and improvement of the Library’s physical facilities and equipment.
- Assists Board in coordinating library development and fund raising.

**Board Effectiveness, Assistance and Planning**

- Fosters a collaborative relationship with the Board of Trustees
- Provides leadership for the Board in the development of short and long-range strategic planning for the Library’s future direction.
- Works with the Board to distinguish the role of the Director and the Board in the management of all aspects of the Library’s work.

**Communications and Data**

- Prepares a variety of studies, reports and related information for Board decision-making, and for regulatory and fiscal purposes.
- Provides professional advice on library matters to the Board.

**Policy and Program Development**

- Reviews program areas, public service policies, and personnel policies, and makes recommendations to the Board.
- Implements changes or new programs to meet the library needs of the community.

**Buildings and Grounds**

- Works with the Board to ensure that the library facilities and access meet all appropriate fire and safety codes and are as accessible as possible to patrons.
- Reports major facility needs to the Board.

**Standards of Performance**
- A written evaluation shall be performed annually by the President of the Board of Trustees.

**Job Requirements**

- Experience in library work, either volunteer or paid; associate or four year college degree is desirable.

**Special Requirements**

- Must be able and willing to obtain a Basic Certificate as issued by the Maine Library Association ([www.maine.gov/msl/libs.ce/libcert.shtml](http://www.maine.gov/msl/libs.ce/libcert.shtml)).