

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 organization, 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

Management

- Manages and supervises library operations to achieve goals with available resources, including budget and personnel.
- Supervises circulation of library material.
- Manages and develops library collections, including selecting all library material according to Board approved policies, to provide materials appropriate to the needs and interests of Library patrons and the community.
- Oversees cataloging and automated library systems.
- Collects accurate, reliable data/statistics and prepares a variety of studies, reports, and related information, for decision-making, regulatory, and fiscal purposes.
- Oversees and provides library services and programs for all ages, children to adult.

Supervisory

- Consistent with applicable laws, regulations and policies, exercises control over the hiring, training, supervising, scheduling, discipline, and firing of employees of the Library.
- Provides effective direction to Library employees and other support staff, including volunteers, contract, and seasonal personnel, to assure the quality of Library services.
- Makes salary recommendations to the Board.

Fiscal

- Monitors the fiscal soundness of library operations.
- Prepares the annual budget for Board review and approval.
- Administers the budget, including cost control activities.
- Performs necessary bookkeeping, according to approved policies and procedures.
- Prepares financial reports as required by the Board.
- Directs the operation, maintenance, and improvement of the Library's physical facilities and equipment.
- Works with the Board to ensure that the library facilities meet appropriate/applicable fire, safety, and accessibility codes.
- Assists Board in coordinating library development and fund raising.

Programming, Promotion and Community Collaboration

- Develops programs appropriate for the needs and interests of Library patrons and the community.
- Develops and oversees programs that support and extend the Library's mission and collections.
- Changes and/or implements new programs to meet the community's library needs.
- With support from the Board, performs effective community relations and promotes library programs.
- Coordinates and collaborates with area organizations such as schools, historical societies, and other community groups.
- With Board support, maintains Library liaison with other non-profit organizations, as well as with Federal, state, and local officials.

Board Effectiveness, Assistance and Planning

- Fosters a collaborative relationship with the Board of Trustees
- Provides professional advice on library matters to the Board.
- Cooperates with the board in planning library services and programs.
- Reports major facility needs to the Board.
- Provides leadership and direction in the development of short and long- range library plans.
- Works with the Board to distinguish between the role of the Director and the Trustees.

Policy and Program Development

- Reviews program areas, public service policies, and personnel policies, and makes recommendations to the Board.

Standards of Performance

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

Qualifications

Ability to give friendly, expert information and reference service to patrons of all ages and walks of life. Possesses sound judgment, initiative, tact and courtesy. Has knowledge of library principals, methods, techniques, procedures, and reader interests. Pays attention to detail and can envision and implement changes that best meet the needs of the patrons and community. Can communicate effectively with patrons, Board, and volunteers and build an effective library team.

Understanding of internet searching, expertise with office software (word processing, Excel, etc.), ability to use and create databases, and proficiency with social media, including website.

College education required or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.