

Wiggin Memorial Library

POSITION OVERVIEW

The Director manages the library for the community, including (but not restricted to) functions related to personnel, collections, communications, finances, and physical plant. This individual oversees the creation of effective and efficient library policies, procedures and standards. The position involves a high degree of creativity, judgment and complexity to assess the educational and cultural needs of the community and determine effective methods to deliver services. The incumbent focuses on strategic planning and forecasting trends related to the community and the library. On an ongoing basis, the Director supports the development of staff knowledge, abilities, and skills and fosters a team focused approach to library services and functions.

ESSENTIAL FUNCTIONS

Strategic Planning

In collaboration with the Board of Trustees, staff, town administrators, and community members:

- Leads the development of strategic short and long term planning for the evolution of the library. Collaborates with the Board of Trustees, staff, town administrators, and community members to ensure a broad and comprehensive plan.
- Evaluates and updates the library's mission and vision statements.
- Develops, implements and evaluates the effectiveness of and accomplishments related to annual goals in conjunction with the Board of Trustees.

Personnel Development and Oversight

- Engenders and thoughtfully nurtures a knowledgeable, competent, passionate, effective and committed staff team.
- Accountable for personnel hiring, firing, performance appraisal, and disciplinary action with communication with the Board of Trustees. Oversees all library personnel.
- Coaches and mentors staff, supporting them to be effective and efficient and to promote professional growth.
- Assesses the professional developmental needs of personnel and ensures the implementation of plans to address identified needs.
- Establishes effective and proactive communication processes.
- Oversees the process of onboarding new staff and the smooth transition of exiting staff.

Administration

- Plans, directs, and manages all library operations.
- Identifies and analyzes emerging community needs and changes in library science to anticipate changes in library services.
- Interprets the library's rules and policies, in determining how they should be applied, and how they should be updated.
- Evaluates and plans for procuring resources essential for a successful library, including (but not limited to): staffing, collections, technology, and physical plant.

- Uses various data sources and other information resources to regularly assess the effectiveness and efficiency of library programs, services and processes, and to assess future needs of the library. Develops and implements an action plan to address identified gaps and opportunities.
- Ensures that library policies are current and align with existing library science principles. Administers and works within policies established and approved by the Board of Trustees.
- Creates a welcoming and helpful environment for library patrons.
- Ensures that library collections, subscriptions, electronic services, and systems are current and meet the needs of patrons.
- Proactively assesses library equipment and the physical plant to ensure they are in working order or getting serviced as needed.
- Establishes and maintains practices to foster a safe and secure library environment.
- Supports and assists, where appropriate, diverse approaches to fundraising.

Public Programs and Community Relationships

- Assesses community needs vis-à-vis library services and strategically prioritizes and evaluates how most effectively to operationalize them.
- Oversees the creation and evaluation of programs and services that align with identified community needs and interests.
- Represents the library at community and town meetings.
- Performs various community relations projects that promote library services and overall value.
- Oversees library marketing, public relations, and communication (website, social media, etc.)
- Actively seeks partnerships with community businesses, organizations, and groups to support the library's mission and goals.
- Interacts with community members, other town departments, boards and committees and various groups and organizations to provide information and assistance as requested.

Budget

- Prepares, administers and monitors the library' s annual operating budget and finances.
- With the Board of Trustees, presents the draft budget during the town budget process and effectively advocates for library needs.
- Provides monthly budget updates to the Board of Trustees.

EDUCATION AND EXPERIENCE

- MLS / MLIS from an accredited college or university, or accredited masters degree in a field related to management, business or public administration preferred. In exceptional instances, specialized education, training and/or experience may be substituted for part or all of the required elements.
- At least 5-7 years of experience as a librarian with at least 4 years as a managing librarian.

SKILLS, KNOWLEDGE, AND ABILITIES

The Library Director is expected to demonstrate:

- Operational knowledge of library principles, practices, and procedures.
- Broad working knowledge of literature and materials relevant to all age groups.

- The ability to forecast and incorporate library trends into library practice.
- Excellent leadership skills.
- The ability to develop, assess, and supervise library staff while creating a positive work environment.
- The ability to deal courteously and tactfully with the public.
- The ability to prioritize critical functions and activities among competing priorities.
- Accurate and effective verbal and written communication with patrons, members of the community, Board of Trustees and staff.
- Analytical skills, including the ability to gather and analyze data, identify problems and opportunities, compare results and prioritize options for solutions.
- The ability to assess and creatively respond to community issues and needs.
- Core skills related to budget development, management, presentation and administration.
- Knowledge of information technology, including mobile devices commonly used by library patrons.

PHYSICAL AND MENTAL REQUIREMENTS; WORK ENVIRONMENT

- Work is performed primarily in a library environment and includes sitting, standing, and moving around the facility. Some travel to other locations to perform work and/or attend meetings is required.
- Work is subject to regular interruptions, noise, and other disruptions natural to working in a public place.
- The work atmosphere is frequently dusty with potential exposure to airborne pathogens.
- Physical exertion to manage, move or handle library supplies and materials from overhead, at waist level, and from the floor and may require bending, twisting, kneeling and crouching. Materials may weigh up to 25 pounds.

POSITION TYPE / EXPECTED HOURS

The Library Director is an exempt, 40 hour per week position. The work hours are distributed over the library's open hours, including evenings and weekends. Occasional work will be scheduled outside of library's open hours to accommodate programming, community outreach and Board of Trustee meetings. The schedule will be determined by the Library Director and the Board of Trustees.

"At Will Status" and EEO STATEMENT

All employment at the Wiggin Memorial Library is "at will." Except as otherwise provided by law, the employment relationship can be terminated for any lawful reason, with or without notice, at any time, at the option of either the Wiggin Memorial Library or the employee.

The Wiggin Memorial Library does not discriminate against qualified individuals because of any status or characteristic that is protected by federal, state, or local law or ordinance, including national origin, race, color, sex, gender identity, sexual orientation, creed, age, marital or familial status, veteran status, religion, pregnancy, or physical or mental disability.