

# TOWN OF CHESHIRE POSITION-DESCRIPTION

Position Title: LIBRARY DIRECTOR Position No. \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Department: Library

Position Objective:

Under general direction and with a great deal of independent discretion this senior management professional is responsible for the total operation of the library which includes the development, recommendation and implementation of policies and procedures, providing overall guidance and direction to the services provided, the management of library finances and performing other professional, administrative, and supervisory work. The position requires initiative, planning, coordination, administrative and budgeting skills in the development of library services to meet community and individual needs.

Reporting Relationships:

Reports To: Town Manager  
Supervises: Deputy Director, Assistant Director, Librarian III responsible for Children's Services and the Library Associate responsible for central administrative duties.

Job Location and Equipment Used:

The primary work locations are the library administrative offices, meetings rooms and the library's customer service areas. Other local and out of town facilities are used for meetings, the coordination of library and regional library programs and for professional development. The equipment used includes computer terminals, personal computers, peripheral devices and software applications such as the collection management systems, word processing and a spreadsheet. Other types of commonly available contemporary office equipment are also used.

Essential Functions:

The Library Director...

1. Plans, manages and supervises directly and through others the operation of the Library and all of its component facilities and human resources for the delivery of local and regional library services to the community.

2. Develops library policies in conjunction with and for the approval of the Library Board and implements adopted policy through direct reports and others according to procedures developed for this purpose.
- 3 Prepares, assists with the development of and manages the Library's operating and capital budgets.
4. Meets with individual customers, the Library Board, Town officials, the automation cooperative and other organizations to identify and resolve operating issues.
5. Defines human resource requirements, interviews, hires and terminates personnel subject to the Town Manager's approval and maintains personnel records.
6. Writes, applies for and manages grants in aid.
7. Prepares or provides for the preparation of statistical and other local and state reports.
8. Initiates, administers and prepares public relations or marketing projects such as newsletters, news releases, flyers and other means of informing customers and employees about Library's services.
9. May assist with direct customer service functions on an ad hoc basis and performs other duties as required and are consistent with this position.
10. Works a regular schedule; however, evening and weekend work is required.

*The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional related duties may be assigned.*

Desired Knowledge, Skills and Capabilities:

To be considered for this position an applicant must have a Master's Degree in Library Science and at least three years of library administrative experience and five or more years prior library work. He/she must have a thorough knowledge of the principles and practices of professional library management and of the organization and administration of library operations including personnel, finance, long and near term planning, program management and library collection development. The incumbent in this position requires a thorough understanding of the application and use of computers and library automation systems. As the person who represents the library most the Director must exercise good judgment, good public relations and communication skills which includes the ability to communicate effectively orally, in writing and by listening in the activities of public speaking, providing instruction, counselling and direction, and in notes, memoranda, correspondence and reports. The Director consistently demonstrates a broad interest in learning, literature, information resources and a demonstrated personal commitment to ongoing professional development.