

**Derry Public Library
Position Description**

Position Title: **Director**

Department: Administration

Reports To: Board of Trustees

Revised by Board of Trustees – 10/16/23

GENERAL SUMMARY:

Under supervision of Board of Trustees, serves as the administrative officer of the 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 Board of Trustees, with appropriate municipal, state and federal laws and regulations. Recommends to the Board of Trustees the appointment of all employees.

Areas of responsibility:

- Demonstrate leadership and maintain high ethical standards within the organization.
- Take initiative, solve problems, effect change and maintain a positive work environment.
- 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 services.
- Management, development and evaluation of the staff.
- Maintenance and management of the library facility including electrical, heating, water and mechanical systems.
- Sustain a viable and thriving library with a customer-focused framework.
- Maintain the good will of patrons, the public, and town officials, and respond to the changing needs of the community, including creating a library environment that is welcoming and inclusive.
- Develop and administer the budget.

ESSENTIAL JOB FUNCTIONS:*

- Ensure all personnel promote and support the mission/goals/objectives of the Library, abide by all laws and regulations governing libraries, and implement all Derry Public Library policies and procedures.
- Assess community preferences for library services and evaluate trends to keep abreast of needed changes in techniques, materials and equipment.
- Formulate, set priorities for, and implement Short Term and Long Range goals and objectives regarding library operations, in conjunction with the Board of Trustees and staff, and recommend policies and procedures to meet them.
- Articulate and interpret library policies and procedures through staff meetings, written statements, manuals, and reports.
- Direct the daily operations to ensure high quality and cost effective services; analyze operations and functions; plan, monitor, and prioritize the work of Department Heads.
- Serve as the Library's Personnel Administrator under the policies set by the Board of Trustees; recruit, interview, and recommend staff appointments to the Board of Trustees; supervise and review performance of Management Staff, Administrative Assistant, and custodians.
- Encourage staff professional growth at all levels by supporting participation in professional associations, workshops, seminars and other activities.

- Develop and oversee collection development plan; appoint selectors for collection; chair collection development meetings periodically.
- Oversee computer systems, assess library technology, and plan for the future technological needs of the library.
- Ensure strict confidentiality of personnel issues, patron records, and non-public documents.
- Teach, model, and sustain excellent customer service practices, leadership and supervisory skills.
- Prepare annual budget with input from Board Finance Committee for approval by Board of Trustees; articulate budget needs and answer questions related to financial needs, both in terms of operations and capital items; present budget request to Town.
- Administer budget per requirements of the DPL Financial Policy and Procedures Manual, adjust expenditure patterns with Board as necessary, and authorize bills for payment.
- Ensure implementation of proper accounting principles and safeguards.
- Manage Library revenue (fines, fees, donations, grants, trust funds, etc.); seek and secure contributions to Library services and programs from external sources.
- Prepare and maintain for Board approval required reports to the Town and State; prepare correspondence and detailed reports for Board members and Town officials.
- Coordinate and supervise interior arrangements of the physical facility; assess needs and recommend new or replacement purchases; negotiate contracts in coordination with the Town; interact with service contractors and vendors for repair and maintenance.
- Represent the Library to the patrons, the community, and professional groups.
- Review and respond to Right-to-Know requests pursuant to New Hampshire laws.

OTHER DUTIES AND RESPONSIBILITIES:

- Act as liaison to Town Administrator and Town Departments, patrons, the community and professional groups.
- Serve as Board representative to GMILCS and other library or government organizations and act as liaison between the consortium and the library staff. ***See addendum**
- Maintain current knowledge of public library services and trends through reading appropriate literature and attendance at approved conferences, seminars and other professional development programs.
- Maintain connections to and represent Library to State Library, statewide and regional library associations; keep abreast of American Library Association information and actions.
- Encourage staff professional growth by supporting participation in professional associations, workshops, continuing education, seminars and other activities.
- Create opportunities for staff to suggest and implement improvements in library's collection, services and programs.
- Provide monthly management, financial and planning reports to the Board to assist in short- and long-term priorities and implementation.
- Perform other duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Master's Degree, MLS or MLIS preferred, five years library experience with at least three years supervisory/management experience, or equivalent combination of education and experience.
- Thorough knowledge of current library science principles and practices and the resources, programs, and services available to public libraries.
- Knowledge and experience of budgeting and personnel administration.
- Knowledge of library laws, funding, and reporting procedures.

- Ability and experience to lead, supervise, direct, and evaluate a work staff composed of both professional and non-professional employees in full and part-time capacities.
- Ability and demonstrated experience in motivating and directing employees to meet goals in a productive manner.
- Ability to effectively communicate verbally and in writing.
- Ability to maintain effective working relationships with the Board of Trustees, staff, Town officials, community groups, and other libraries.
- Ability to project a positive public image and make effective public presentations.
- Strategic thinker: ability to assess trends relating to library services and community needs, and effectively plan to meet those trends.
- Skills in Human Resource management and supervision, including the ability to address inappropriate behavior of staff or patron conduct.
- Knowledge and experience with technology related to library service and science.
- Ability to multi-task.
- Skills in technology necessary to administer library, including those needed for budget administration, data collection, report generation, etc.

SUPERVISORY RESPONSIBILITY:

- Supervise and coordinate the work of the staff and volunteers.
- Train, plan and assign work as well as set priorities; appraise performance, including disciplining employees; address complaints and resolve problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Extended periods of time on computer and phone requiring eye-hand coordination and finger dexterity.
- Regularly required to walk, stand, sit, bend, reach.
- Occasionally required to lift books, materials, equipment.
- Must be able and willing to work a flexible schedule which includes some weekends and evenings and occasional periods of extended hours.
- Must be willing to travel to 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.**

*Addendum – GMILCS Board Members Responsibilities

Please share this document with your Library Board of Trustees.

A. Board Meetings

1. Review agenda, staff report, and prior month's minutes in advance of the monthly Board meeting.
2. Review any items that will need to be discussed or voted on with your staff as needed.
3. Actively participate in discussion at Board meetings. We are at our best when everyone's voice is heard.
4. Attend all Board meetings or send an alternate if unable to attend. Prepare your alternate for discussion or a vote on any agenda items.
5. Review financial statements and monthly reports as prepared by Treasurer. Ask questions.
6. Communicate information from Board meetings back to your staff. Changes in policies, procedures, upcoming plans...anything pertinent to their role in the GMILCS organization.
7. Review group minutes related to recommendations/ votes.

B. Organizational

1. Board members are expected to participate in the structure and running of GMILCS as an organization by serving on:
 - i) The Executive Board: all Board members are expected to serve in officer's positions on the Executive Board.
 - ii) Organizational committees: Bylaws, Finance, Membership, and ad-hoc committees as needed.
2. Oversee policies and procedures of the organization and contribute to revisions.
3. Encourage staff participation in groups. Communicate with your staff regarding their participation and involvement in groups and expectations of group chairs when applicable, mentor as needed.
4. Participate in goal setting for the organization.
5. Participate in creating an annual budget based on the organization's goals.

Reviewed June 17, 2021 by the GMILCS Board. Revised by the Membership Group, 6/13/2023; GMILCS Board approval, 9/21/2023.