

Position Title: Library Director Old Town Public Library

Statement of Duties

Position is responsible for department level management of the Library Department within the scope of the policies established by the Old Town City Council; including customer service, collection development, planning, property management, financial management, personnel management, public relations, network management, and administration.

Supervision

Employee works under the administrative direction of the City Manager, managing the operations of the public library, performing highly responsible professional and administrative functions. Employee develops and follows library management policies and procedures, state law, rules and regulations pertaining to library administration, establishes short-range and long-range plans and objectives for the department, establishes own performance standards and assumes direct accountability for department results. Employee seeks advice and counsel of the City Manager on matters that the employee does not have the authority to resolve. Employee has access to confidential departmental personnel files and criminal investigations and records related to the department.

Employee is responsible for the supervision of one (2) full time professional employees and seven (7) part-time employees (both professional and support) who work at the same location and on different shifts; as well as a varied number of volunteers; recommends hiring and firing of employees to the City Manager, and disciplines and evaluates personnel performance on an ongoing and annual basis. The nature of the work is subject to fluctuations to ensure keeping pace with industry changes; advance action enables the department to plan for events. Employee is required to work outside normal business hours on a daily basis and/or at night at least four to six nights per month year round, may work on weekends, or be contacted at home in order to respond to emergencies, as needed.

Job Environment

Position responsibilities require the use of extensive judgment and ingenuity to develop administrative and programmatic policies and procedures; within the limits of guidelines that include departmental policies and procedures, state rules, regulations, and code, and City Ordinances. The employee is responsible for understanding these guides, in determining their application to the development of specific programs and services, and implementing these programs and services. The position requires the use of many different concepts, principles, techniques and practices of modern library management; as well as the application of a variety of library management principles and practices regarding collection development, library operations, personnel management, services and programs; and is considerably complex, especially in the development of programs

that respond appropriately to the interests and needs of the library's customers.

Errors could result in delay or loss of service, monetary loss, or legal repercussions particularly by the lack of good judgment being exercised in customer relations, misuse of library records and copyright confidentiality, and improper management of the library's information systems network.

Employee has frequent contact with the public relative to special or atypical request for information, suggestions, or complaints. Other contacts include other departments, libraries, state and local agencies, and educational institutions to pursue or share information, report on issues, participate in meetings or programs, obtain information, coordinate efforts, work cooperatively, persuade to obtain political or financial support, and otherwise pursue the effective administration of the department. Contacts are usually by telephone, in person, by email, by facsimile, and in writing.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Direct the daily operation of the library to ensure the highest quality services and the most effective use of resources; including selection, acquisition and supervising the weeding of all library materials; and initiating and developing programs based on assessed community needs.
2. Evaluate programs currently in place and make changes as necessary; evaluate policies governing the library and report necessary changes to the City Manager for City Council attention; evaluate developments in the library profession for trends and programs that might be applicable locally; and collect and interpret community and library data.
3. Manage the physical plant and the grounds of the Old Town Public Library, ensure servicing of library equipment, ensure safe conditions for staff and the public within the building and the grounds, negotiate service contracts and/or do bids for contracts that exceed a specific dollar amount, recommend to the City Manager and City Council improvements and additions for inclusion in the City's planning process, respond to building emergencies and take appropriate action, and develop and review emergency preparedness plans as these relate to the Library.
4. Prepare the annual budget for presentation to the City Council, administer the day to day operations associated with the budget, review all deposit and invoices, write grants and/or do private fundraising to supplement the City's appropriations, and manage the library's trust funds.

5. Provides leadership in establishing effective working relationships and communications, ensuring quality public service; directly supervise all library personnel, coordinating workflow assignments daily with the Circulation Manager; schedule staff and make recommendations on staffing needs; administer the personnel policies of the City at the library; recruit, and recommend for selection all library personnel; administer changes in job status including promotion, demotion, and termination (volunteers); perform written evaluations; coordinate and train staff and volunteers; and promote the recruitment of volunteers to help paid staff.

6. Promptly respond to all public requests, concerns, and questions either in a written or oral format; conduct a thorough public relations plan by utilizing news releases, newsletters, brochures, posters, displays, television and web site; act as the spokesperson for the library and coordinate all press releases and statements to the media; act as the library's liaison to the Friends of the Library, the Northeast Library District, school and community groups; identify issues of library image to be addressed with the staff for improvement; and speak to various community groups annually to inform them of library resources and programs.

7. Plan and implement the library's network services, including network infrastructure, network server resources, library web page management, delivery of end user resources, end user hardware and software support, and end user PC education; identify and solve technical and practical problems related to the use of network technology; assess, plan, and implement new network based services.

8. Train or arrange for training of staff and patrons; establish, implement, and maintain organizational policies, procedures and standards for library information technology; coordinate all activities related to the delivery of automated library information services to the staff and public.

9. Provide basic technical support for automated library systems including all hardware, software and applications; direct the acquisition, development and implementation of all library information systems used by the staff and patrons; monitor file server and sizes, integrity checks and log scans in order to ensure efficient automated system operations; maintain library software inventory for copyright compliance purposes; analyze and make recommendations to the City Manager setting the direction for the role and use of technology in the library.

10. Maintain familiarity with community technology needs, tastes, and resources; act as a liaison or technical resource to agencies, the City Manager's office and other organizations within the community in the development of a municipal online presence; and serve as a liaison appointed by the State Library to the Maine School Library Network and participate in statewide telecommunications initiatives.

Recommended Minimum Qualifications

Physical and Mental Requirements

The employee works in a moderately noisy setting. The employee is required to stand, walk, talk or listen/hear, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms up to 1/3rd of the time; and to sit and use hands up to 2/3rd of the time. The employee frequently lifts up to 30 lbs., and occasionally lifts up to 100 lbs. Normal vision is required to perform the essential functions of the job.. Equipment used includes office equipment, and computers, as well as microfilm readers, printers, scanners, projectors, and related computer peripherals.

Education and Experience

A candidate for this position should have a Master's Degree in Library and Information Science from an ALA accredited school or related field with five (5) to seven (7) years of progressively, responsible experience in professional library work, including three years of administrative and supervisory responsibility at a public library.

Knowledge, Ability and Skill

A candidate for this position should have

- Demonstrated managerial expertise and knowledge of good supervisory and personnel practices;
- A working knowledge of information and library technologies;
- Comprehensive knowledge of professional library principles, standards, methods, techniques and procedures;
- Knowledge of laws and regulations relating to library operations in the State of Maine;
- Skills in organizing, managing, and motivating people;
- Skills in preparing and presenting management and technical reports, budgets, and other presentations to civic groups, professional organizations, schools, and public;
- Considerable ability to analyze community and professional trends and to develop and maintain a good book collection;
- Marked ability to evaluate community needs and to develop the best methods of providing services;
- Good customer service skills in order to maintain effective relationships with various segments of the community, other professionals in the field, other municipal departments, and public officials;
- The ability to make library resources meet the needs of the public;
- Good interpersonal communication skills; and
- Networking skills and an understanding of web design, development, and maintenance.