

Baker Free Library / Town of Bow
Library Director Job Description
Revision approved by Library Board of Trustees 10/12/2016

Job Summary

The Director of the Baker Free Library is a professional position under the direct supervision of the Board of Trustees. ("Board"). The Director performs managerial duties related to planning, organizing, staffing, budgeting, reporting and building maintenance for all library services.

Required Education and Experience

MLS from an ALA-accredited institution.

- Preferred experience will include 10 years of working in a library environment. Required will include at least three years of progressively responsible public library experience.

Job Responsibilities include, but are not limited to, the duties listed below.

Planning & Policy-Making

Working in concert with the Library Board of Trustees, the Director:

- Develops long-range plans and short term plans to support and promote the mission of the Library and to address specific issues.;
- Formulates and recommends policies to the Board, and implements the procedures to carry out policies;
- Develops clear descriptions of staff positions including qualifications for employment, evaluation procedures, and other practices that support the legal obligations of the Library as an employer.

Library Services

The Director conducts regular assessment and development of Library services with other Library personnel, and delegates tasks appropriately to other library personnel for implementation and evaluation:

- Plans, organizes, and regularly evaluates services that support the mission of the Library and reflects the needs of the Bow community;
- Supervises the selection and maintenance of library materials (including electronic media) based on the Library' Collection Development Policy;
- Supervises the purchase, utilization, and maintenance of technology to enhance Library services;
- Compiles and records library statistics, and assembles them for monthly meetings of the Board and annual Town meeting.

Financial Operations

The Director assists the Board with the efficient and responsible management of taxpayer monies by creating and maintaining the Library's annual budget and Capital Reserve Funds, and works with the Baker Free Library Foundation and the Friends of the Baker Free Library regarding their initiatives to support the Library:

- Prepares the annual budget for Board review and approval in a timely manner;
- Presents the annual budget request to the Board of Selectman and the Budget Committee with the Library Board of Trustees;
- Administers and monitors expenditure of Library funds, for the annual budget and capital reserve funds;
- Works with the Trustee Treasurer to review monthly reports and disseminate accounts payable checks;
- Coordinates the information needed by the Town's auditing firm when they conduct the annual town audit in August, interfacing and gathering information from the bookkeeper and Trivantus;
- Identifies and presents funding needs to both the Baker Free Library Foundation and the Friends of the Baker Free Library;

- Acts as a conduit between the Board, the staff, and volunteers regarding fundraising efforts by the Foundation and/or the Friends to ensure smooth implementation of those activities within the daily operations of the Library.

Public Relations/Marketing/Outreach

The Library Director oversees all aspects of public relations, marketing, and outreach efforts, including:

- Manages the internal and external communications of the Library, including but not limited to printed and electronic media (such as web site and social media presence);
- Identifies and pursues public relations opportunities that engender promotion of Library services;
- Speaks on relevant Library topics to local, state, and regional groups;
- Develops and maintains cooperative relationships with Town of Bow employees, boards, committees, and commissions, the Bow School District, the Bow Rotary, and other community organizations.

Personnel Management

As the immediate supervisor of all Library personnel and volunteers, the Library Director:

- Recruits, trains, and evaluates staff, and also recommends employee disciplinary action or termination when necessary to the Board;
- Directs staff in maintenance of borrower records in order to protect confidentiality of records in accordance with library policy and applicable laws;
- Assigns duties, defines staff responsibilities, and administers wages and benefits;
- Promotes staff development by providing opportunities to staff to attend workshops and conferences;

Physical Plant Management

The Library Director oversees all aspects of the physical plant, grounds, and equipment and utilization of the building, including:

- Schedules and supervises contract services and takes appropriate action in emergencies;
- Purchases equipment and furnishings as needed;
- Develops and regularly updates a maintenance schedule with the Custodian and the Board;
- Provides leadership and direction for major development projects including renovation of facilities.

Board of Trustees ex-officio representative

The Library Director:

- Participates in the monthly meetings of the Board and provides a detailed report of library operations and developments at each meeting consistent with the Trustee By-Laws;
- Provides professional expertise and guidance to the Board including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, discussing trends in library technology, funding, and management wherever possible.

Professional Development

To stay aware of new trends in library management and technology, legal issues facing libraries, and new ideas for programming, the Library Director:

- Maintains membership and participates in professional library associations;
- Maintains membership in the Hillstown Co-op of New Hampshire, attends monthly meetings as much as feasible, and holds the co-chair position on a rotating basis with other member libraries;
- Attends meetings, workshops, and conferences locally, regionally, and nationally
- Fosters interlibrary cooperation on local, regional and state level..

The Director's job also includes any other duties that are requested by the Board of Trustees and ensures the best possible library service to the Bow community. Duties may involve lifting up to 25 lbs and standing/sitting/bending/squatting for periods of time. The Director will be evaluated by the Board annually.