

## Library Director

### Summary

The Library Director is responsible for the direction of the overall operation and services provided by the Shaw Public Library in Greenville.

Responsibilities include but are not limited to: daily operation of the Library, including library staffing, policy development and implementation, budgeting, management of library collection, management of library accounts, building maintenance and planning and public relations.

The Director works with considerable independence in the day-to-day operation of the Library, but as a Town department head, works under the general supervision of the Town Manager.

### General administration and management

- Prepares annual budget and submits it to the Town Manager
- Administers the approved budget
- Prepares an annual report to the Maine State Library, and as part of the budget, to the Budget Committee and the Select Board
- Keeps statistical records of library usage with the assistance of employees (circulation, patron counts, use of services, additions and withdrawals of materials, etc.)
- Supervises library staff including scheduling and general supervision
- Prepares bills for payment with the assistance of the bookkeeper and reviews all data before payment is sent
- Compiles and prepares financial statistical reports
- Maintains all Library financial records in accordance with Town Policy
- Maintains payroll records and prepares bi-weekly payroll
- Orders equipment
- Conducts public relations effort of the library with the help of staff. This effort may include newspaper articles, sending thank you notes, brochures, participation in a local service club, etc.
- Oversees that the library property is maintained and suggests improvements to the Town Manager
- Oversees the selection of books, periodicals, audio-visuals, software etc., delegating this to other staff members as appropriate

- Prepares and/or oversees library policies related to the circulation of materials, non-discrimination, book selection, new technologies, drug-free workplace, etc.
- Monitors the library's compliance with laws and regulations
- Answers library correspondence or delegates same
- Fills in for library staff as needed
- Evaluates and de-selects books and other materials
- Prepares, assists in or oversees the preparation of grants for the benefit of the library
- Attends educational sessions, workshops and conferences as appropriate

## 2. Growth and Development/Planning of Library Services:

- Plans and/or oversees changes in services provided by the library
- Plans and/or oversees outreach programs to various groups in the community including elementary school-age children, young adults, adult new readers, senior citizens, etc.
- Fosters community programs with the help of library staff members, such as children's story hours, discussion groups, lectures, etc., providing time, meeting space and funding as available

## 3. Advises the Town on the formulation of library policy

4. Fosters interlibrary cooperation and coordination on the local, regional and state level by active participation in activities when possible.

5. Provides regular duty, when possible, in the library's reference and information department, answering the inquiries of patrons using the library's own resources or outside sources

6. Serves as liaison between the Library and Town Manager, Select Board and Library Board of Trustees

7. Maintains library website

8. Other duties as assigned

**Requirements:**

- College degree in related field, preferred
- Supervisory experience
- Experience in budget preparation
- Knowledge of professional library practice
- Ability to interact successfully with staff and library patrons
- Computer Skills: Basic understanding of internet searching, familiarity with Windows environment, basic familiarity with office software (word processing, excel, etc.) and ability to use on-line catalog, databases and basic familiarity with website design.