

SOUTHWEST HARBOR PUBLIC LIBRARY  
JOB DESCRIPTION  
Library Director

JOB TITLE: LIBRARY DIRECTOR

Status: Exempt

Hours: per Employment Contract

Supervisor: Library Board of Trustees

PROFESSIONAL DEFINITION:

In keeping with the mission of the Southwest Harbor Public Library (SWHPL), the Library Director plans, organizes and administers the operation of a library that is responsive to the community's needs for information, education, culture and recreation. The Library Director manages the library with authority delegated by the Board of Trustees in accordance with established policies and directives and with accepted and emerging library practices and procedures. Working closely with the Board, the Library Director develops library policies, monitors library services, develops and manages the budget, supervises staff, oversees the physical building, and remains up-to-date about developments in library management and trends. The Library Director must demonstrate knowledge of current trends that both challenge and provide opportunities for libraries. The Library Director serves as the official representative of the library and is the professional advisor to the Board and is their representative to the staff.

The Library Director is the key contributor to the establishment of a positive and healthy organizational culture focused on the mission of the library: promoting literacy and intellectual freedom, providing equal access to information, and welcoming diversity. The Library Director works closely with staff and Trustees to develop library initiatives and policy, coordinate library operations, and maximize the library's impact on our community.

KEY AREAS OF RESPONSIBILITY:

1. Administration and Management

- Demonstrates initiative, collaboration, leadership, and humor.
- Actively cooperates and works effectively with others, promotes teamwork, and shares information.
- Manages and supervises SWHPL operations to achieve goals stated in the strategic plan within available resources, including budgetary and personnel.
- Establishes and maintains a strong customer service focus and a positive and welcoming atmosphere in all areas of the library and at all library functions.
- Conducts annual review of all library policies and procedures.
- Serves ex-officio on all Board Committees.
- Provides professional advice on SWHPL matters to the Board.
- Oversees budget.

- Prepares agendas and discussion items for scheduled Board meeting; prepares and presents staff reports and other correspondence; prepares annual and special reports and related information for the Board, for the Maine State Library, for the town, and for internal and external decision-making.

## 2. Personnel

- Establishes appropriate service levels and allocates resources including staffing accordingly.
- Formulates recommendations to personnel policy, working conditions, benefits, and salary scale for Board approval.
- Performs staffing and supervisory duties; recruits and hires subordinate staff, evaluates subordinates in accordance with written standards and performance plans; resolves performance issues; reviews overall staffing patterns, prepares work schedules, and oversees the training and orientation of new library staff members.
- Oversees the recruitment and use of an active pool of volunteers.

## 3. Professional Development

- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities.
- Stays up-to-date with current library trends and procedures.
- Attends Maine State Library meetings or arranges for other staff members to attend, as appropriate.

## 4. Financial

- Assures the fiscal soundness of library operations and administers the budget, including cost control activities.
- Working with the Treasurer, oversees preparation of the annual library operating budget, including both revenue and expenditure history, analysis and future projections.
- Provides monthly financial planning data to the Board to assist in establishing long and short-term financial priorities.
- Works collaboratively with the Board to develop and administer a variety of fundraising activities, including the annual appeal.
- Participates actively in recruiting and communicating with potential donors.
- Evaluates, determines, and requests additional funds for staffing, equipment, materials, and supplies, in response to unexpected developments during the year.
- Oversees development of grant proposals and other specific funding requests.
- Develops and schedules equipment purchases and replacements.
- Attends town meetings and hearings that relate to the library.

## 5. Public Relations

- Maintains effective community relations and promotes library programs and services.
- Participates in activities of professional and community organizations, including other non-profit organizations, as well as with Federal, state and local officials.
- Supervises public relations and marketing activities, including press releases, Board summaries, library flyers, publications. Monitors all program efforts.
- Responds to inquiries involving library related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.
- Oversees the development and maintenance of the library website and presence in social media.
- Serves as official representative of the library in actions that legally bind or politically influence the library.

#### 6. Collection Development

- Performs effective collection management to provide materials appropriate for the needs and interests of library patrons and the community.
- Oversees the maintenance of the library collections; develops policies related to selection and purchase of all library materials.
- Ensures that library borrowers' records are managed according to accepted standards.
- Approves donations to be added to the collections and the selection of memorial and gift purchases.

#### 7. Facility Management

- Oversees the operation, maintenance, repair and improvement of the Library's physical facilities and equipment.
- Ensures compliance with ADA and EEOC guidelines.
- Insures annual review and assessment of the Disaster Plan.

#### EDUCATIONAL REQUIREMENTS AND EXPERIENCE

The position requires an ALA-accredited MLIS or current enrollment in an ALA-accredited MLIS program, at least three years of progressively responsible professional experience in a public library setting, with at least one year in a supervisory or administrative capacity, or an equivalent combination of education and experience.

The Library Director must possess excellent communication and organizational skills; utilize a collaborative leadership style and be an inspiration and resource to library colleagues who span the full range of professional tenure and responsibility; promote a welcoming and customer-service oriented library; possess strong interpersonal skills; and be able to work both independently and cooperatively in a team-centered environment.