

Town of Grafton, NH
Grafton Public Library Director

Position Summary: the library director manages the daily operation of the library according to policy established by the Board of Trustees and per RSA 202-A:16. This is a part-time, salaried position with no benefits. The library is currently open between 5pm-8pm on Monday and Wednesday, and 9am-noon on Wednesday and Saturday.

Description: the library director is the front line person in creating a welcoming environment for all ages. She or he is expected to be comfortable working closely with library patrons, town administrators and the Board of Trustees. Excellent oral and written communications as well as a service-oriented attitude are required.

Responsible for:

Core services:

- Develop and maintain library collections via materials selection, procurement, processing and weeding, as well as maintain a public access catalog.
- Evaluate collection use, including tracking of circulation, membership and usage trends.
- Respond to research, reading and other media requests and information needs.
- Develop and promote innovative programs for children, teens and adults and promote literacy.
- Promote maximum use of the library collection and facilities by offering programs, workshops, classes and space for meetings and other services needed by the community.
- Attend professional development meetings, such as LUV etc
- Keep abreast of and implement as needed new and existing technologies.
- Encourage membership in the Friends of Grafton Library and support their activities.

Personnel management:

- Recommends for hire, supervises, delegates to, and schedules staff/volunteers, and recruits staff and volunteers.
- Maintain personnel records for all staff.
- Perform annual evaluations of all staff.
- Responsible for patron confidentiality.
- Provide leadership for the library staff and acts as a liaison between the staff and trustees.

Financial management:

- Direct the annual budgeting process, including preparation, review and submission of a budget based on the philosophy and goals of the library.
- Control the expenditure of funds within established constraints.
- Purchase new equipment and furnishings within established constraints.

Community Outreach:

- Keep the public informed about library services and activities via regular communication including newsletters, newspapers and electronic media.
- Update and maintain the Grafton Library website.
- Attend Board of Trustee meetings. Prepares monthly reports as established.
- Prepare annual report to the Town and State as per RSA 202-A:12.
- Attend other meetings as needed, including but not limited to Board of Selectmen and Friends of the Library.
- Work with Board of Trustees to develop, implement and regularly update policies, procedures and a comprehensive strategic plan, including goals and objectives, for the continued improvement of library services that best meet community needs.
- In conjunction with the Trustees, work with architects and consultants to plan for, promote and educate residents, civic groups, boards and committees on the future library building project.

Physical plant, grounds and equipment:

- Supervise maintenance of library building, equipment, furnishings and grounds.
- Determine need for repairs and arranges with contractors/public work officials for appropriate repairs.
- Request and analyze bids. Provide regular reports on status of improvements.

Professional Development:

- Attend professional meetings and network with peers.
- Prepare annual self-evaluation in preparation of Board annual review of performance.

Additional:

- Perform all other duties necessary to ensure the smooth and effective operation of the library on an ongoing basis.

Skills required:

- Excellent interpersonal and communication skills.
- Proficiency with computers, library technology, internet and social media.
- Ability to supervise the library's collection development, including the selection and withdrawal of books, periodicals, audio-visual and electronic materials.
- The ability to multi-task and provide quality customer service is essential.

- Ability not to discriminate on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, or national origin, and sexual orientation.

Physical requirements:

- The ability to bend and stretch while shelving books
- Reach above shoulder height and or below knee height
- Stand several hours at a time
- Lift and or carry 25-50 pounds
- Perform light general maintenance
- Be able to talk, to communicate with others; hear, to understand staff and patrons; be sighted, to perform the job effectively and correctly; smell, to detect odors such as smoke; and have functional literacy, to understand written materials.

The above physical demands are representative of those that must be met to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- IAW RSA 201-D:11 Protect each individual's privacy and confidentiality in the use of the library resources and services.

Minimum Education and Experience Requirements:

- Bachelor's degree from an accredited institution preferred; high school graduate required.
- 1-2 years of public library experience preferred.

Other Considerations and Requirements:

- The Library Director is a reflection of the Library in all words and actions in and outside the Library.
- Self-motivation, a professional attitude, the ability to multi-task and a sense of commitment are necessary, as well as a sense of humor.
- New hires will undergo a criminal background check, as well as drug and alcohol testing.
- In the event the Director wishes to terminate employment, a 30 day written notice is given to the Trustees of the Grafton Public Library. In the event that the Library Trustees wish to consider termination of employment, the Trustees shall schedule a hearing and provide reasons for termination and the employee's response to them will be considered.