

Pope Memorial Library Director

Position Description

Under the Board of Trustees, the Library Director manages the operation of the Pope Memorial Library. This includes responsibility for the organization and administration of collections, physical library and community buildings, staff, volunteers, grants, relationships with the public, long and short-range planning, programming, and outreach.

Requirements

Education and Experience

- Minimum education requirement: Vermont Department of Library Certificate with at least two or three years of library experience or related professional experience and willingness to pursue certification.
- Progressively responsible library experience including supervisory and administrative work and demonstrated customer service skills.
- Exceptional human relations and communications skills, including the ability to speak and write effectively and to maintain a good working relationship with the board, staff, press and public.
- Substantial knowledge of the principles and practices of library science including the provision of library services, reference techniques, collection development, reader's advisement, cataloging and classification, and online services.
- Management of library technology including, but not limited to, computers, peripherals, networking hardware and applications.
- Management of online and social media presence, including the Library web page, Facebook, and other avenues of online communication.
- Continuing knowledge of current trends and developments in the library field.
- Knowledge of management principles and practices.
- Working knowledge of budgetary and accounting procedures.

Examples of Duties

- Administers the library operations consistent with policies of the board of trustees.
- Provides direct service at the front desk, including reference and reader's advisory services.
- Manages collection development, reference, circulation, InterLibrary loans, and outreach.
- Designs, refreshes and promotes online tools such as web pages, social media sites and online public library tools.
- Plans for growth and improvement of the library and services by assessing community needs and interests.
- Hires, supervises, and evaluates staff and volunteers
- Assists in the preparation of the budget and tracks expenses.
- Develops, promotes, and supervises library programs and services.
- Develops, proposes, and evaluates written policies.
- Supervises the repair and maintenance of buildings and grounds.
- Participates in Board meetings with a regular written report.
- Responsible for maintaining statistics and writing reports.
- Develops and manages grants and participates in fundraising.
- Attends workshops, continuing education programs, library conferences and other professional training opportunities.
- Supports and encourages relationships with the Danville Town School, North Danville and West Danville libraries and other neighboring town libraries.
- Performs other duties as necessary for the smooth operation of the library.