Town of Milford, NH

Job Title: Library Director

Department: Wadleigh Memorial Library

Grade / Classification: Labor Grade 25, Exempt, salaried professional.
Full time, 40 hours per week, town benefit package.

Job Description: Appointed by an elected Board of Library Trustees, the Library Director has overall administrative responsibility for the provision of public library service and functions as a Department Head for the Town of Milford. Under the supervision and direction of the Library Board of Trustees (RSA 202 A:11, Section V), but with leeway granted for the exercise of independent judgment and initiative, the Director plans, organizes, directs, supervises and manages the daily operations and activities of the Wadleigh Memorial Library.

Accountability: The Library Director reports to Board of Library Trustees.

Environment: Inside: 95 % (indoors) **Outside:** 5 % (outdoors)
Note: a substantial amount of time may be spent away from the library building.

Normal hours of duty: The Library Director works most normal daytime business hours and is available for meetings and other activities as necessary. Some evening hours are required in order to attend necessary meetings; weekend hours may be required. The Library Director or his/her designated substitute is on call for emergencies 24 hours per day, 7 days per week.

Duties and responsibilities:

Except as specifically noted, the following functions are considered fundamental to this position:

- Administers and oversees all aspects of library operations, including policies, plans and procedures; reports and presentations; personnel selection, supervision and performance evaluations; budgeting and expenditures; collection development and maintenance; materials processing; building and grounds maintenance; automation and the use of appropriate technology; programming; marketing; and vendor and community relations.
- Works with the Board of Trustees and department heads 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.
- Prepares annual town appropriation requests and trustee fund appropriations. Provides supporting documents as needed to assist Trustees during the budgeting process. Prepares warrant articles and supporting documents as necessary.
- Creates and delivers public presentations as needed to market library services and programs and provide information to town boards, committees and the general public.
- Provides leadership for the library staff and acts as a liaison between the staff and the trustees. As a town department head, the Library Director acts as liaison between the Trustees and town government.

- Prepares all financial, statistical and narrative reports and documents as required - including, but not limited to - the annual town report; annual state & federal reports; and monthly reports for Board of Trustee meetings.
- Maintains and administers all Library Trustee financial accounts including monthly bank reconciliations; filing of statements and all receipts; and on a weekly basis, paying all invoices to be debited from the Library Trustee appropriation. On a weekly basis, prepares, codes, copies and delivers all invoices to be paid from Town appropriation to the Town Finance Department. Prepares and makes weekly bank deposits. Prepares, collects and distributes all payroll for the department on a bi-monthly basis.
- Oversees maintenance of the library facility as well as library-owned properties. Works with the Facilities Manager to plan for repairs or needed improvements.
- In conjunction with the Library Board of Trustees, works with architects and consultants to plan for, promote and educate residents, civic groups, boards and committees on the future library building project.
- Promotes the library via social and news media and represents the library in community relations activities.
- Maintains active involvement and represents the library in local, regional, state and national professional organizations and attends professional conferences, workshops and seminars. Promotes the ongoing professional development of all members of the staff.
- Works to maintain good internal communications among the staff. Holds regular staff meetings.
- Supports and maintains current knowledge of New Hampshire and federal laws and regulations governing or impacting the activities of libraries and patron confidentiality; supports and maintains knowledge of ALA guidelines including, but not limited to, the Library Bill of Rights.
- Reads professional literature to maintain knowledge of library trends; learn of new developments in the field; and identify concepts, programs, etc. which could benefit or improve library services.
- Enforces library rules and regulations.
- Serves as the liaison to the Friends of the Library and the Wadleigh Library Development Fund; acts as an agent for the Board of Trustees when so charged.
- Performs all other activities necessary to ensure the smooth and effective operation of the library on an ongoing basis.

Physical Activity Requirements

Primary Physical Requirements:

LIFT up to 10 lbs: Frequently
LIFT 11 to 25 lbs: Occasionally
LIFT 26 to 50 lbs: Occasionally
LIFT over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently
CARRY: 11 to 25 lbs: Occasionally
CARRY: 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently
REACH below shoulder height: Frequently
PUSH / PULL: Frequently

Hand manipulation:

GRASPING: Frequently
HANDLING: Frequently required

TORQUING: Rarely FINGERING: Frequently required

Other Physical Considerations/Requirements:

Twisting: Rarely	Bending: Frequently	Crawling: Rarely
Squatting: Occasionally	Kneeling: Occasionally	Crouching: Occasionally
Climbing: Occasionally	Balancing: Rarely	

Equipment used: Office and IT equipment including computers and peripherals, laptops, tablets, various printers; Makerware; copy/fax/scanner machines; telephones; audio visual equipment; cash register; hand tools; security system.

Summary of Occupational Exposures:
Office and IT equipment and associated supplies; building maintenance and cleaning supplies.

Work Surfaces: Include carpeting, tile, linoleum, concrete and pavement.
Standard desks, tables and chairs.

During an 8 hour day, employee is required to:

	Consecutive Hours	Total Hours
Sit:	varies widely	3 to 7
Stand:	varies widely	0 to 6
Walk:	varies widely	0 to 6

Cognitive and Sensory Requirements:
TALKING: Necessary for communicating with others.
HEARING: Necessary for understanding patrons and staff.
SIGHT: Necessary for doing job effectively and correctly.
TASTING & SMELLING: Smelling required to detect odors such as smoke.
FUNCTIONAL LITERACY: Required to understand written materials.

Specific Vocational Preparation Requirements:

License / Certification Requirements: American Library Association accredited M.L.S.

Training, Skills and Experience Requirements: This position requires 8 years of progressively responsible library administrative experience, including at least 4 years in a supervisory capacity. Library management experience should include personnel administration, budget management and policy development. Strong writing, public speaking and presentation skills. Excellent interpersonal skills and a demonstrated ability to work well with Trustees, staff, the public and local government officials. Thorough knowledge of current library science principles, practices and trends. Knowledge of library funding and reporting procedures. Working knowledge of integrated library systems. Ability to operate a personal computer using standard and customized software applications. Valid driver's license.

Other Considerations and Requirements:
Self-motivation, a professional attitude and a sense of commitment are necessary. Sense of humor a plus. Employee should be able to work under pressure most of the time.

Approved, Board of Trustees
June 21, 2016