

CITY OF DERBY
DERBY PUBLIC LIBRARY
JOB DESCRIPTION
LIBRARY DIRECTOR

TITLE: Library Director

DEPARTMENT: Derby Public Library

REPORTS TO: Library Board of Directors

CLASSIFICATION: Salaried; exempt; 40 hours per week

JOB SUMMARY:

Under the general supervision of the Board of Directors and adherence to the City of Derby charter, performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for the City of Derby.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervises library staff, directly or through appropriate delegation to create a harmonious team environment.
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation
- Participates in the recruitment and selection of library personnel.
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials by either directly, purchasing all adult and young adult materials, including print, audio, video, and electronic, or through appropriate delegation.
- Prepares and presents library budget proposal for approval and monitors and approves expenditures from the official operating budget.
- Works with the Library Board of Directors to establish operating policies and to review the library's menu of services.
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet current and future community needs.
- Participates in the planning, organization, and management of technical and automation services for the library as well as oversight of the library's website and social media presence.
- Plans, publicizes and has oversight of all adult programs. Oversight of all other department program procedures with Library Board approval
- Directs a public relations program to promote and publicize the library's collections, services and programs within the community.
- Maintains knowledge of new developments in the library profession, including technological advances through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Connecticut State Library Association
- Interacts with the appropriate City employees for maintenance of the library's building, furnishings and equipment.
- Responsible for the collection and accounting of fines, fees, and other charges
- Reviews library job descriptions and proposes updates and changes with Library Board input and approval.
- Prepares and submits written reports on all meetings and conferences and maintains such information according to Record and retention regulations.

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- Prepares and submits annual State Library Reports
- Administers and follows all provisions of the applicable Union agreements for Library staff and Custodians.
- Administers a volunteer program including recruitment, training, scheduling, and evaluations.
- Prepares regular narrative and statistical reports for the Mayor, Library Board of Directors and others as designated or upon request.
- Assists in preparation of meeting agendas and materials and participates in Library Board of Directors' meetings.
- Establishes priorities as determined by need.
- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups.
- Reviews and evaluates the library's services and programs on a regular basis.
- Prepares grant requests to state and federal agencies and non-profit foundations and administers and manages grant funds upon award.
- Enters data for purchase orders and invoices into appropriate City software systems and maintains records of such.
- Maintains inventory of department equipment, furniture, and supplies
- Prepares specifications for purchase of equipment and supplies.
- Assists with direct patron services as needed.
- Works with the Friends of the Library organization in promotion of library services to the community
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to Library management and services.
- Conducts periodic staff meetings.
- Serves on professional and community committees as requested to advance the library and the library profession.
- Performs other related duties as required.

SUPERVISION EXERCISED:

Supervises all library staff and volunteers.

EDUCATION/SKILLS/EXPERIENCE:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service.
- Strong oral and written communications skills
- Ability to work independently.
- Ability to organize work for efficient use of time.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to understand and interpret library policies, procedures, and rules.
- Ability to keep records accurately.
- Ability to interact courteously and effectively with elected and appointed officials, city employees, library staff and volunteers, the library's business contacts, and the public.
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities.

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- Ability to initiate, organize and follow through on programs, services, and projects.
- Solid knowledge of current trends and developments in the library profession
- Thorough knowledge of library resources: print, non-print, and electronic sources.
- Knowledge and ability to apply library automation.
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings.
- Performs other additional duties as required to enable the Library to function as an asset to the community.

MINIMUM QUALIFICATIONS:

A Master's Degree in Library Sciences from an ALA accredited institution is required; minimum of five (5) years of progressively responsible experience in a public library including two (2) years of administrative, supervisory and budgetary experience.

POSITION REQUIREMENTS:

- Ability to work in an environment subject to continuous interruptions and background noises.
- Considerable knowledge and ability to operate computers and technology with proficiency using library software, word processing, spreadsheets and the Internet.
- Considerable ability to communicate both orally and in writing and to lead staff in functions and activities.
- Considerable ability to communicate effectively with individuals in person, over the telephone and in print.
- Must be able to work flexible hours to oversee the library during hours of public operation.
- Must be able to travel to attend meetings both inside and outside of the City of Derby.
- Must be able to move and/or lift materials up to 25 pounds.
- Must have successful time management skills to work to meet deadlines, respond to the public, and to prioritize work as necessary.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance and sit.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility and is subject to change.