



**Town of Guilford  
LIBRARY DIRECTOR**

<b>EXEMPT:</b>	<b>YES</b>	<b>SALARY LEVEL: N/A</b>
<b>DEPARTMENT:</b>	<b>LIBRARY</b>	
<b>REPORTS TO:</b>	<b>FIRST SELECTMAN/LIBRARY ASSOCIATION (GLA) BOARD</b>	
<b>LOCATION:</b>	<b>67 PARK STREET</b>	
<b>HOURS:</b>	<b>40 Hours per week (flexible)</b>	
<b>PREPARED BY:</b>	<b>Mitchell R. Goldblatt</b>	<b>Initials</b>  <b>DATE: August 2, 2017</b>
<b>APPROVED BY:</b>	<b>Joseph S. Mazza</b>	<b>Initials</b>  <b>DATE: August 2, 2017</b>

**POSITION SUMMARY:**

Provides the overall vision and leadership to ensure the Guilford Free Library achieves its mission to provide the greatest possible diversity of books, media, information, and programs to meet the recreational, cultural, and educational aspirations of all members of the Guilford community. Under the direction of the Guilford Library Association (GLA) Board of Trustees, assumes complete management responsibility for all library operations. Member of the Guilford Supervisors Association (GSA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works closely with the Board of Trustees (Board) to advocate for and achieve consensus on the overall vision, mission, goals, and objectives for the library, provide services to the community and to secure funding required.
- Recommends policies, programs, plans, building and technological improvements related to library operations to the Board.
- Provides opportunities for Board members to learn about library issues, library operations and the role of trustees.
- Informs the Library Board and First Selectman of developments in library service.
- Develops best practices to assure that the mission of the library is achieved and that progress towards established objectives is consistently attained.
- Provides leadership and direction to library staff so that they are fully aware of strategic directions and their role in helping the library to achieve success.
- Establishes goals and works with managers to develop individual performance expectations and provides the resources necessary to achieve success, including reviewing their work by means of an annual performance review.
- Establishes a team environment to ensure that public service departments and support functions work as partners to achieve the library's vision and mission.

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- Actively communicates and follows-up expectations of managers and staff.
- Establishes and monitors both quantitative and qualitative performance measures for all aspects of the library's operation.
- Recruits and develops a professional staff, who are supported and consistently encouraged to enhance their own proficiency and effectiveness.
- Maintains the highest level of personal growth and professional development by participating in and encouraging participation in seminars, conferences, and professional development activities so that staff is aware of current and emerging trends, technologies, and customer service standards.
- Organizes, understands, and analyzes all aspects of the library's financial portfolio, including but not limited to aiding the Board in overseeing the endowment, unrestricted accounts, and the operating and special gift accounts.
- Establishes the organizational chart and staffing plan to ensure the library is positioned to respond to and meet community needs.
- Promotes awareness and utilization of the library such that development efforts are favorably considered when the community is asked for support.
- Promotes and facilitates active engagement of the Board in development activities including interaction with potential donors and influential community members.
- Works closely with staff to ensure that fundraising activities are well-organized and carried out in a professional, effective manner.
- Maintains a positive, open relationship with Town of Guilford administrators as well as members of the Board of Finance, Town Departments, and Committees.
- Works with individuals and groups in the community to obtain feedback on the library's performance and determine methods for meeting their needs.
- Ensures a positive and inclusive attitude is presented to the community through a public relations program that serves the overall vision and mission of the library.
- Plays an active role in developing, implementing and evaluating library programs that respond to current trends and to the needs of the Guilford community.
- Directs, controls, and accounts for the expenditure of department funds in accordance with budget appropriations.

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- Ensures equal access to all library services for library customers.
- Organizes, trains, assigns, and evaluates staff and volunteers.
- Prepares annual budget estimates, including capital equipment and projects.
- Communicates and participates in strategic planning with the Connecticut Library Consortium, the Connecticut State Library, regional libraries and other groups.
- Complies with all proper safety procedures and regulations and ensures that everyone in the department follows proper safety procedures and regulations.
- Treats other employees, and any others with whom there is contact, with courtesy, respect and professionalism.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of current trends and issues in public libraries.
- Knowledge of personnel management, staff development, and training.
- Knowledge of team building, consensus management and planning.
- Knowledge of public relations and marketing.
- Knowledge of fundraising and development.
- Knowledge of literature and popular culture.
- Skills in written and verbal communication, including making presentations.
- Skills in interpersonal relations.
- Ability to analyze library service needs and develop ideas to effectively provide service to meet community needs and demands.
- Ability to work flexible hours within a 64 hour per week schedule, including some evening and weekend hours.
- Ability to develop a budget and ensure the department does not exceed an approved budget.
- Ability to supervise the work of large and diverse staff in a team environment.

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- Ability to establish and maintain effective working relationships with library customers, professional colleagues, the Board and other library advisory groups, the general public, and local governing officials.
- Ability to interact, encourage, and work with the Friends of the Library to assist with their financial and strategic planning.
- Ability to operate a computer, calculator, telephone, copying and facsimile machines, and other equipment typically found in an office environment.
- Ability to perform duties in accordance with all Town requirements and policies.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, smell, talk, and hear. The employee is required to sit, use hands, reach, climb, or balance, stoop, kneel, crouch or crawl.

The employee must be able to lift and/or move up to fifty (50) pounds and be able to push or pull book trucks up to one hundred fifty (150) pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **EDUCATION AND/OR EXPERIENCE:**

- Master's Degree in Library and Information Science from an American Library Association accredited university.
- Five years of progressively responsible library administration experience including at least three years in a supervisory capacity, or experience which provides a demonstrated potential for performing the duties of the position.
- Must have valid Connecticut Motor Vehicle Operator's License.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee is required to work in an office environment. The noise level is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.