

Town of Jamestown
Library Director
2010

Overview

The Library Director serves as the chief strategic, operations and financial officer for a public library of approximately 40,000 objects, serving a year round population of approximately 6,000, swelling in the summer to add as many as 3,000 more people. The Library Director proposes vision and strategy for the future, represents the library to the local and state communities, organizes and directs library operations and maintains financial records and projects ensuring the durability of library resources. The Library Director reports to town-appointed Board of Trustees on strategic, financial and operational issues and to Town Manager as a department head.

Fundamental Qualifications

The successful candidate will hold the appropriate academic degree and have experience as a Library Director or senior staff administrator in another public library. S/he must be able to demonstrate competency in a wide range of skills including planning, maintenance of a physical facility, public and community relations and management of financial, staff and operations among other strategic and administrative responsibilities.

Specific Responsibilities

Executive Functions

- Serve as the library's chief executive and operating officer.
- Working with the Board, help develop, execute and evaluate the library's ongoing strategic plan.
- Act as principal ambassador and spokesperson for the library to all relevant communities.
- Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff including volunteers; develop clear descriptions of all staff positions; abide by all relevant town, state and federal employment regulations.
- Set work procedures, schedules, and standards that maintain or improve efficiency and effectiveness of operations.
- Prepare agenda for and reports to the Library Board of Trustees.
- Prepare a variety of studies, reports, and related information to advise decision-making by the Board.
- Maintain communication and cooperation with other area libraries.
- Serve ex officio on the Board of Trustees, the Friends of the Library and other appropriate boards and committees.

Financial Management

- Prepare, present and account for the annual library budget.
- Ensure that assigned areas of responsibility are performed within budget, implementing cost control measures, monthly expense reviews and other forms of

sound fiscal management.

- Prepare cost estimates to plan and provide for improvements in the library system.
- Maintain financial records according to town standards and manage financial records of Trustee-held accounts including gifts and donations.
- Identify funding sources and write, account for and report on grant applications.
- Coordinate other forms of development and fund raising such as donor gifts, annual book sale and other opportunities.

Collection Management

- Select or delegate the selection of materials for all media and all age groups.
- Oversee cataloging, shelving and organization of materials.
- Develop and maintain a regular weeding schedule.
- Periodically review the collection development policy and make recommendations to the Library Board for revisions.

Service and Communications

- Develop, execute and evaluate an array of service programs to address the needs of diverse users and to make the library more accessible to all.
- Create and maintain a robust communication strategy including drafting and distribution of press releases, writing and distribution of newsletter(s), maintenance of web-site, personal appearances and other activities to stimulate greater public use of the library.
- Assist and guide The Friends of the Library with library promotion, fundraising, and enhancement of services.
- Conduct ongoing evaluations of existing library programs and investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.

Facilities Management

- Oversee care and maintenance of the library building and grounds.
- Regularly review building needs and advise the Board in its planning for future expansion or development.
- Identify and purchase new equipment as needed.
- Assess the adequacy of existing facilities in regard to the provision of new services.

Other Duties

- Perform any and all other tasks, regardless of level, necessary to ensure the success, reputation and continuous development of the library.
- Serve on town committees as requested.

Qualifications Required

A candidate must possess and demonstrate the following qualities:

- A Master of Library Science or the equivalent degree from an accredited university.
- A minimum of five years experience as a senior library administrator.
- Thorough knowledge of modern library purposes and standards and of professional library principles, practices and procedures particularly as they relate to a community library the size and purpose of Jamestown's.
- Thorough knowledge of modern management principles and practices as they relate to the administration of public libraries.
- Proven ability to plan, organize, develop and implement a comprehensive coordinated library service program.
- Proven ability to motivate, direct, and supervise professional, paraprofessional, volunteer and clerical library personnel in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with employees, volunteers, trustees and officials, professional peers and the public.
- Ability to successfully work in a complex reporting environment including both trustees and town government.
- Ability to present ideas effectively, both orally and in writing.
- Considerable knowledge of reader interests and needs, and of books and authors.
- Ability to interpret community interest and needs.
- A clear willingness to perform any other necessary role regardless of rank.

Hiring Practices

- The salary range for this position begins at \$60,000 plus benefits.
- A successful candidate will serve in a probationary role for six months at the end of which s/he is subject to review, confirmation or dismissal by the Board.