

Library Director

General Statement of Responsibility:

The Director provides leadership responsible for the administration and operations of the Essex Public Library and Union Public Library which makes up the Tiverton Library Services. With a high level of independent responsibility and accountability, the Director plans, organizes and manages all aspects of municipal library services in conformity with the policies established by the Library Board of Trustees, the professional standards of the Rhode Island Department of State Library Services, the by-laws of the municipality and the laws of Rhode Island governing library services. The Director must be able to establish effective relationships with employees, Board members and the community. The position is accountable to the Board of Trustees.

Primary Responsibilities:

I. Library Services

- A. Oversees the daily operations of the library to ensure the highest quality services, supports the mission of TLS and reflects the needs of the community and staff.
 1. Plans, coordinates, and evaluates library operations and functions to ensure accuracy, efficiency and quality.
 2. Supervises management staff and provides opportunities for their participation in the decision making process regarding library services.
 3. Provides supervision and delegates responsibilities to library staff.
 4. Develops and administers procedures concerning library operations, budget and programs.
 5. Directs the selection and deletion of library materials and all programs.
 6. Supervises the purchase, utilization and maintenance of technology to deliver, monitor and enhance library services for staff as well as the public.
 7. Oversees the selection, purchase and weeding of library materials in all formats according to policy that will fit within the constraints of the physical plant addressing the needs and interests of the community while keeping within the financial constraints of the budget.
 8. Approves all programs and library related activities.
 9. Evaluates, develops and delegates library marketing promotions.
 10. Develops, implements and evaluates long and short term goals and objectives.
 11. Handles complaints in accordance with policy.
 12. Cooperates with and implements the directives of the Board of Trustees within a cordial working relationship.

II. Personnel Management

- A. Participates in the formulation of and then administers a comprehensive personnel plan for effective utilization of the staff in the delivery of library services.

1. Recruits, selects, transfers and promotes, retains and/or terminates library personnel. Performs disciplinary action as necessary. Informs the board of all appointments and dismissals.
 2. Recommends promotions and pay increases.
 3. Prepares work assignments and schedules in cooperation with immediate supervisors.
 4. Develops orientation programs, in-service training and continuing education opportunities for personnel at all levels.
 5. Conducts regular staff meetings.
 6. Encourages staff development by providing opportunity for staff to attend job related workshops, conferences and relevant professional literature.
 7. Reviews performance evaluations with all staff members prepared in cooperation with their immediate supervisor.
- B. Manages staff and coordinates staff schedules and functions in accordance with established philosophy of library service.
1. Administers personnel policies and wage and classification plan in conjunction with the Personnel Committee.
 2. Directly supervises and evaluates the Assistant Director and, in conjunction with appropriate department head, supervises and evaluates all library personnel, once annually.
 3. Provides leadership in establishing effective working relationships and communications, ensuring high productivity and quality public service: encourage initiative and creativity.
 4. Holds staff meetings regularly to maintain good communications.
 5. Keeps the Chairperson of the Personnel Committee informed of personnel problems.

III. Fiscal Management

- A. Prepares, defends, directs and administers the fiscal budget based on goals established in conjunction with the Trustees.
1. With the Board of Trustees Budget Committee, assists in preparing a detailed budget for the entire Board's approval.
 2. With members of the Board present, defends the budget before the Town of Tiverton's Budget Committee.
 3. Responsible for the library's expenditures and appropriated funds adhering to the approved budget.
 4. Prepares payroll, maintains personnel records
 5. Authorizes all purchases, prepares invoices for payment for Board approval. Prepares control sheet for finance office.
 6. Works with Treasurer bi-monthly to sign off on payroll and bills for payment and to review monthly financial reports to keep abreast of budget and various accounts.
 7. Prepares monthly summaries of the library budget expenditures.
 8. Accepts and acknowledges gift monies and materials.

9. Seeks and prepares grant proposals to state agencies, foundations and other organizations to fund new or supplemental programs or needed services.
10. Administers grants according to specific guidelines.
11. Researches and evaluates cooperative purchasing opportunities with other municipal departments and other libraries.
12. Utilizes resources to maximize the effectiveness of allocated fiscal budget.

IV. Property Management

- A. Manages the physical plant to ensure proper maintenance and utilization of the library as a municipal asset.
 1. Schedules and supervises contract services, maintenance and repair personnel.
 2. Analyzes buildings and grounds needs. Recommends improvements, repairs or additions, as necessary, to responsible authority.
 3. Takes appropriate action in emergencies.
- B. Ensures a safe, clean and inviting library for staff and public of all ages within the building and on the grounds. Responds to building emergencies and takes appropriate action.
- C. Ensures servicing of all library equipment (e.g. computers, heating and cooling systems, safety equipment and alarms) to maintain proper working order.
- D. Prepares specifications for competitive bidding when necessary and selects vendors in conjunction with the Board of Trustees, choosing on the basis of quality of service, cost and speed of response.
- E. Negotiates service contracts which protect the library's interests.

V. Board/Director Relationship

- A. Reports to the Board of Trustees.
 1. Attends all Board Meetings, reports at each meeting, keeping Board informed of library's progress and special problems.
 2. Interprets and implements policies approved by the Board.
 3. Evaluates library operations and summarizes service developments monthly to provide Trustees with the information necessary for sound decision making.
 4. Provides interpretation of library policies and procedures.
 5. Submits recommendations on library policies, services and budget to the Board for approval.
 6. Works with Treasurer bi-monthly to review payroll and bills for payment and to review monthly financial reports to keep abreast of budget and various accounts.

7. Presents statistical information and other reports to the Board.
8. Reports on current library trends as they may relate to local library services and operations.

VI. Planning and Policy Making

- A. Conducts an on-going planning process which assesses community needs and implements library service programs to meet the most efficient and effective way.
 1. Recommends library improvements according to the library's mission and develops long range goals and objectives with the Board of Trustees.
 2. Evaluates program of service and makes changes as necessary.
 3. Initiates, and oversees all programs at Essex and Union Libraries in anticipation and/or in response to community needs.
 4. Evaluates and develops programs in the library profession and other fields as they relate to library functions for applicability for local needs.
- B. In conjunction with the Board of Trustees, formulates policies governing the library, and recommend them for Trustee approval.

VII. Public Relations

- A. Alone or with the staff, establish and conducts comprehensive public relation programs which engender good will and promote the library and its service to the community.
 1. Employs appropriate means of communications: brochures, posters, newsletters, displays, etc.
 2. Acts as ex-officio at all committee meetings, Friends group and Union Association, etc.
 3. Addresses community groups to inform them of related library resources and services.
- B. Official Municipal Department Head.
 1. Represents the library, either alone or in conjunction with the Board of Trustees, at town meetings, department head meetings and other municipal functions.
 2. Analyzes library operations and summarizes services developments monthly for fiscal accountability.
 3. Coordinates library activities in conjunction with other municipal departments to ensure effective use of local resources.
- C. Acts as an official library representative to regional and state library funding agencies and professional organizations as necessary.
- D. Attends professional meetings: maintains active membership in state library associations; participates in activities of professional library organizations; keeps

informed on current trends and developments affecting libraries through professional organizations, workshops and/or literature.

VIII. Other Related Duties

- A. Performs other related duties of a similar nature and complexity as requested by the Board of Trustees.
1. Prepares all reports (e.g. Annual Report, Standards, Lori Report, Preservation Report, Disaster Report, Technology Report) required by the State annually.
 2. Cooperates in performing any duty essential for achieving efficient library operations.
 3. Interacts with the public and staff in a courteous and professional manner and attempts to defuse and/or resolve potentially volatile or sensitive situations to ensure quality customer care and effectively deals with all patron and staff complaints and disturbances.
 4. Plays an active role in the strategic planning of a new facility working with and coordinating architects and various committee members on facility development.
 5. Establishes personal contact with as many persons as possible via providing services, networking, or any other means within the scope of this position.

Qualifications:

1. Masters of Library Science from an American Library Association accredited school.
2. Minimum of five years experience in Library Administration.
3. Thorough knowledge of the principles and practices of public library administration.
4. Uphold ALA principles and practices and Library Code of Ethics.
5. An ability to plan, organize and administer a public library system to meet the needs of the community.
6. An ability to present ideas effectively, both orally and in writing.
7. An ability to establish and maintain an effective relationship with employees and the public.
8. An ability to deal effectively with civic and community groups.
9. An ability to deal courteously and tactfully with the general public.
10. Possess a valid driver's license and be able to attend required meeting held throughout the state.