

DIRECTOR OF LIBRARY SERVICES

Position Purpose:

The purposes of this position are to plan, organize, and supervise the overall operation of the Granby Public Library and Cossitt Library Branch, which includes the implementation and development of policies and procedures; the provision of library services to patrons and community organizations. This position also evaluates the needs of the patrons it serves and seeks to provide the appropriate services.

Supervision:

Supervision Scope: Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of Library Service.

Supervision Received: Works under the general direction of the Town Manager; reports regularly and refers unusual situations to his/her supervisor.

Supervision Given: Supervises Children's Librarian, Branch Librarian, Head of Circulation, and numerous part-time library assistants. Frequently provides general objectives and initial instructions. Will follow up with employees as necessary.

Job Environment:

Administrative work is performed in a moderately quiet office. Library work is performed in a moderately noisy office.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment. Makes regular visits to Branch Library.

Regular contact with other municipal departments, periodic regional libraries, state agencies, and frequent contact with the general public, Library Board members, vendors, contractors, community organizations, local schools, library support groups and local businesses; communication is frequently in person, by telephone, fax, e-mail, in meetings and in writing; contacts require a high level of diplomacy.

Errors in judgment or omissions could result in delays in service, monetary loss or rework and legal ramifications.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Plans, organizes, and directs the overall operation of the Department of Library Services including personnel, programs, activities, financial operations, evaluation of services/collections and building maintenance. Researches, recommends and administers policies and short and long-term goals and objectives for library operations, facilities, automation, staff, budgets and programs

Attends Library Board meetings to review and advise on library operations and policies. Cooperates with various agencies, libraries and community groups in the development of library related activities and to develop community outreach programs

Directs the development, maintenance and review of the library collection. Evaluates the collection for balance and comprehensiveness. Coordinates the selection, ordering and withdrawal of library materials.

Oversees the management of library facilities set priorities for repair and maintenance with the Department of Public Works.

Directs and coordinates library staff in preparing and proposing library activities, adult programs, and library services according to community needs, current trends in library practices and patron demands. Oversees library volunteer and community service programs.

Directs library public relations, including publicity, press releases, promotion of library activities and services, and friends of the library activities. Extends library services through outreach programs.

Prepares monthly, annual and other information, statistical and financial reports as required.

Supervises, trains, counsels and evaluates employees and volunteers. Under direction of Town Manager assists with personnel functions for department. Assures safe working conditions for employees.

Prepares and administers annual operating budget for the department. Administers library gift funds and contributions and grant awards. Applies for grants in support of library goals. Maintains records of revenues from fines, fee, etc. and forwards to the Collector of Revenue's Office.

Other Functions:

Represents the library in community, regional and state activities.

Maintains membership in professional organizations to keep informed of current library developments.

Assists in all library areas as needed.

Performs related work as required.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master of Library Science degree and five years of increasingly responsible professional library experience, including three years in a supervisory position in a public library; OR an equivalent combination of education, work experience and training.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the theory, principles and practices of library service functions in a public library setting. Thorough knowledge of the principles and practices of organization and library management including planning, budgeting, program design and evaluation. Working knowledge of computer networks, software and hardware, and databases used in public library operations.

Ability: Ability to plan, organize and direct the operations, activities, programs and services of the main library and branch library. Ability to develop short & long term goals. Ability to develop policies and procedures. Ability to utilize data processing applications as they apply to library functions. Ability to prepare grant applications to secure funding from State, Federal, and private sources. Ability to represent the department and Town before various groups, agencies, and organizations. Ability to deal effectively with Town staff and officials, State officials, library board, and the public. Ability to assign, train, and supervise professional and clerical staff. Ability to prepare and administer an operating budget for the department. Ability to prepare and present grant, technical, financial and narrative reports in oral and written form.

Skill: Excellent verbal and written communication skills; aptitude for working with people; aptitude for working with computers, paperwork and details. Skill in using the above mentioned office equipment. Skills associated with the supervision and training of staff.

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing

the duties of this job, the employee is frequently required to sit, and talk or hear; occasionally required to stand and walk; requires use hands to finger or handle objects; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 30 pounds and rarely lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)