



Kent Memorial Library
Read. Learn. Imagine.

LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES:

The Kent Memorial Library Director is responsible for directing all efforts necessary to maintain a vibrant local library that is responsive to the community's needs for technology, information, and education. Working in tandem with the Kent Library Board, the Library Director leverages new information technologies, develops short and long-range plans, manages public relations, evaluates library services, develops and manages the budget, supervises staff and volunteers, and identifies and integrates new developments in library technology and management where appropriate. In addition, the Library Director serves as a member ex officio of the Library Board to ensure a consistent flow of communication.

SUPERVISION RECEIVED: Works under the general supervision of the Kent Library Board and its President(s).

SUPERVISION EXERCISED: Directly supervises all employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops short- and long-range plans for the Library and its changing role in the community including required technologies, prioritization of resources, facilities, equipment, programs and services, organization, staffing, budgeting, and public relations.
- Coordinates facilities, equipment and grounds maintenance and repairs with the support of the Library Board.
- Identifies and integrates new information technologies as appropriate to enhance and expand the role of the Library. Ensures that appropriate processes and employee skill sets are in place to support any new technology integration.
- Drafts and recommends policies and plans for the implementation of Library goals and objectives, and executes required changes.
- Directs the development and maintenance of a public library collection of books, periodicals, DVDs, audiobooks and all other library materials within the budget allocated.
- Administers and evaluates all library programs including circulation, reference, reader's advisory services, children's services, lecture series, fundraising events, community services, and public information.
- Develops and maintains policies and procedures for the various library functions.
- Ensures that the website is informative, useful, helpful, current and accurate.
- Attends educational sessions, workshops and conferences for continuing education when possible.
- Assists Board representatives in the preparation of grants and management of the library facility and grounds.

- Attends all Board meetings.

PUBLIC RELATIONS AND MARKETING

- Serves as the public face of the library in the Kent community, including the Kent Chamber of Commerce.
- Works with the various fundraising committees and the Marketing and Special Events Director to plan, publicize, promote, produce and evaluate Library programs and events.
- Prepares monthly reports for Board meetings, an annual report for the Library Association and for the Town of Kent (based on their fiscal year) as well as the official annual report to the Connecticut State Library.
- Fosters interlibrary cooperation and coordination on the local, regional and state level by active participation in activities when possible.
- Helps to plan the annual volunteer reception.

PERSONNEL ADMINISTRATION

- Supervises employees including scheduling, day-to-day oversight and problem solving.
- Develops and maintains personnel policies and procedures, including job descriptions, staff selection, evaluation, promotion and termination.
- Conducts annual evaluation of all staff members.
- Performs an active role as a communication link between the Library Board, the staff, the Friends of the Library, and volunteers.
- Conducts regularly scheduled staff meetings.
- Participates in an annual 360° performance review with the Board committee.

FINANCIAL ADMINISTRATION

- Prepares the annual budget in coordination with the Finance Committee and administers it on a daily basis including approval of all invoices, check writing, making and recording deposits and preparing payroll.
- Prepares financial reports for committees as requested using QuickBooks and Excel.
- Records, maintains and analyzes Kent Library Association membership records.
- Accepts and acknowledges gifts of money and library materials.
- Maintains accurate statistical reports on library holdings, circulation, patron counts and use of services.
- Records and maintains attendance, payment and check-in records for Library programs.

QUALIFICATIONS, EDUCATION, EXPERIENCE, and SKILLS REQUIRED

- A Bachelor's Degree plus a preferred Master's Degree in Library Science from an accredited college or university (or equivalent degree), plus five years of progressively responsible library administration (or equivalent) experience, including at least three years in a supervisory capacity.
- Understanding of new and emerging technologies (including e-book lending and social networking) and their application to libraries.

- Proficiency with standard Integrated Library System (ILS) software, Internet and digital communications as well as Microsoft Office software: Outlook, Word and Excel, Facebook, Twitter and website applications.
- Excellent communication and organizational skills.
- Ability to solve problems creatively by developing feasible, realistic solutions.
- Ability to administer the activities of a public library, and to effectively lead, motivate and supervise the work of others.
- Ability to develop short- and long-range plans and objectives.
- Comprehensive knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, community leaders, officials of other agencies, and the general public.

Salary based on qualifications and experience.

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