

**Job Descriptions: Library Director**

**Nature of Work**

This is professional work responsible for the complete operation and services provided by the Thomas Memorial Library.

**Responsibility and Supervisory Relationships**

The Library Director is responsible for the daily operation of the library, including scheduling, staffing, policy development and implementation, budgeting, management of library accounts, staff hiring, supervision, evaluation and development, building maintenance and planning. Develops and maintains effective working relationships with the Library Board of Trustees, the Town Council, and the Town Manager. Also maintains good working relationships with area libraries and other town departments.

Responsible for the professional adequacy as well as the total effectiveness of library services and programs, directing five full-time librarians, who are assigned to specific responsibilities for technical services, reference, circulation, young adult, and children's services, and having ultimate supervision of the part-time staff. Personnel management should focus heavily on motivation of courteous, responsive services to library patrons by all staff members, service that is critical to attainment of the library's goals and objectives. Performs regular shifts at the circulation and reference desks. Performs related work as required.

Responsible for maintaining statistics and submitting an annual report to the Town of Cape Elizabeth and to the Library Board of Trustees. Works with considerable independence subject to the general supervision of the Town Manager.

**Abilities, Skills & Knowledge Required**

Critical skills are:

- A demonstrated respect and appreciation for patrons of all ages;
- thorough knowledge of the professional practices, procedures, and techniques of library science and library administration for all areas of the library;
- thorough knowledge of the educational and programmatic development of a library;
- experience in all aspects of the operations and development of a library, including formation and implementation of policies and objectives;
- experience in budget preparation and administration;
- the ability to speak effectively before groups, organizing ideas and information for maximum benefit of the audience;
- the ability to supervise, train, motivate, and evaluate library employees and to make decisions based on or consistent with library policy or philosophy;
- broad cultural knowledge of resources and readers' interests and needs;
- excellent oral and written communications skills;
- ability to provide library services to the diverse members of the community it serves;
- ability to balance multifaceted job responsibilities in a busy environment;
- energy, enthusiasm, creativity, initiative, friendliness, and a commitment to excellence in service to patrons.

**Experience & Training**

A Master's Degree in Library Science from an ALA accredited college or university and considerable experience in the operation of a library, including internal administrative and developmental activities, are minimum requirements for this position. Also: knowledge of both traditional and technology-based resources; knowledge of networks and

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the Internet; and a commitment to professional development.

**Examples of Work (illustrative only)**

- Directs collection maintenance and development;
- directs overall maintenance of the library facilities;
- organizes services and staffing necessary for the operation of the library;
- develops new programs and activities to promote optimal use of the library;
- coordinates library programs with outside organizations, such as area schools, Thomas Memorial Library Foundation, and the Cape Elizabeth Historical Preservation Society.