

Title: LIBRARY DIRECTOR

Department: Acton Public Library

Reports to: First Selectman; Acton Public Library Board of Directors

Supervises: All Acton Public Library Staff

The Acton Public Library is a library where the service values are pleasant and efficient service to the public and the staff values are a spirit of helping and supporting each other whenever assistance is needed.

Position Overview

Plans, organizes, and administers the comprehensive program of a community library with educational, recreational and related cultural services; oversees the maintenance of the library building, equipment, and facilities; and formulates library budget, policies and programs.

Primary Responsibilities:

- Administers personnel policies and procedures, including but not limited to recruitment, supervision, training and discipline of staff
- Promotes and maintains effective relationships between library staff and patrons
- Prepares budget and program recommendations for library board consideration for inclusion in the Town's annual budget submission
- Administers adopted Library budget and is responsible for accounting of all funds
- Prepare near term and long range planning for development of library services
- Confers with the library's Board of Directors to establish policies and programs
- Administers, supervises, and performs library tasks in the functional areas of adult, children's, and circulation services, events and facilities management
- Analyzes and implements changes of procedures and methods of delivery of library services as needed to develop the most efficient service measures
- Develops, maintains and expands collection of materials, programs and services
- Evaluates collection for balance and comprehensiveness
- Plans, organizes, and manages technical and automation services
- Participates in professional library organizations on local, state, regional and national levels, and attends other professional conferences and workshops to remain current on developments and advancements in library science, public administration, and training
- Analyzes interests, needs, and cultural expectations of the community
- Develops and/or approves displays and special functions, such as book reviews, lectures and instructional activities to extend library services and facilities into the community
- Prepares narrative and statistical reports for the Town of Old Saybrook, the State Library and the Library Board upon request
- Reads professional journals and other sources for materials selection

Qualifications:

Master's Degree in library Science from an AL-accredited institution is required. Seven years of recent increasingly responsible experience as a librarian in a public library, including 5 years of supervisory experience preferred.

Desired Characteristics:

- Strong management skills
- A sense of public service
- Vision, energy and enthusiasm for libraries
- Is a creative, outgoing, friendly and cooperative team player
- Works quickly and accurately; organized
- Works with the public with tact and courtesy

Required Knowledge, Skills and Ability:

- Ability to plan, organize and implement library services and programs
- Ability and experience in developing and administering a comprehensive budget plan
- Ability to train and supervise library staff
- Proficiency with computers, automated library systems, internet and digital communications
- Familiarity with working within a consortium; LION experience preferred
- Ability to work effectively with a library board
- Ability to work effectively with social, civic, and cultural organizations
- Ability to meet the demands of multiple deadlines in a timely manner
- Ability to work effectively with Town and State officials
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public
- Ability to travel to attend meetings both inside and outside of Old Saybrook

License/Certificate: Must hold or be able to obtain a Connecticut motor vehicle operator's license

The essential functions or duties listed above 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.

Job Description Revised and Approved: September 19, 2017

This is a 40 hours/week position. The annual salary range is \$75,000 to \$85,000. If interested reply by November 3, 2017 to: Carl Fortuna, First Selectman, 302 Main Street, Old Saybrook, CT 06475 or email a response to leeann.palladino@oldsaybrookct.gov.