Job Description: Library Director
George Holmes Bixby Memorial Library

GENERAL SUMMARY:
Under general direction of the Library Board of Trustees, the Library Director is responsible for planning, organizing, directing, and managing all aspects of the Library in conformity with the policies established by the Board of Trustees, with other town policies, and with state and municipal laws and regulations. The Library Director is responsible for enhancing the profile of the Library throughout the Franestown community.

Educational/Professional Requirements
1. Bachelor’s Degree or equivalent experience required; or Masters in Library Science.
2. At least 3 years experience in the field or relevant experience judged by the Trustees and Library Director to be commensurate for this position.
3. Comprehensive knowledge of library services, principles, practices, and procedures.

Duties/Responsibilities of the Library Director
Executive Administration:
1. Is responsible for developing and implementing a yearly activities schedule.
2. Directs and participates in the development and implementation for the long-term goals, policies, and procedures of the Library.
3. Evaluates and recommends developments in library science and technology to the Trustees.
4. The Library Director is responsible for keeping the Library Board of Trustees informed of issues and problems relating to the Library, for assisting in and promoting the continuing education of board members, and for helping to orient new board members.

Financial Administration:
1. Monitors the budget and ensures that it is managed effectively.
2. Authorizes bills for payment and submits to the Town.
3. Gives a report of actual expenditures from the budget to the Trustees each month.
4. Manages and records revenues from fines, fees, gifts, and donations.
5. Pursues appropriate grants or donations for library services.
6. Identifies needs that may require fundraising by the Trustees.
7. Annually, the Library Director works with the Treasurer of the Board of Trustees in developing an initial budget for the next fiscal year and presents that budget for consideration to the Library Board.
8. The Library Director assists in the presentation of the Library’s budget to the town.
9. The Library Director reports on the Library’s financial position in the Library’s annual report to the N.H. State Library.
10. The director will perform other related duties as required.

General Administration:
1. Develops and maintains the collection, suitable for the needs of the community, and the corresponding automated records.
2. The Library Director oversees the lending of a wide variety of materials to users of all ages, reference and in-
formation services, public programming, and access to electronic information.

3. Procures materials and supplies.
4. Develops and implements programs of interest.
5. Prepares reports as required by the Trustees, the Town, and the State.
6. Attends and reports on Library operations at all Trustee meetings.
7. Attends professional and educational conferences and meetings as required.
8. Promotes and maintains good public relations with the patrons, the Friends of the Library, and the community by initiating publicity and contributing to the monthly Francestown News, local newspapers, and maintaining social media.
9. Maintains the Library’s computer network, automation system, web page, and other technologies.
10. Maintains the building, property, and equipment and makes recommendations to the Trustees regarding repairs and alterations.
11. Receives administrative direction concerning Town policy from the Town Administrator.
12. Participates with the Trustees in planning future needs of the Library, including the design and construction of new Library buildings.
13. Other related duties as required.

**Personnel Administration:**
1. The Library Director will operate the library under a philosophy of service that puts the needs of Library users first and ensures that all staff members respond to those needs in a positive, helpful, and friendly manner.
2. Recruits, interviews, and recommends potential job candidates to the Trustees.
3. Trains, schedules, supervises, and evaluates staff.
4. Maintains all records and responds to grievances.
5. Interprets Library policy for staff.

**Required Skills and Abilities:**
1. Comprehensive knowledge of management principles, along with Library principles, practices, procedures, and tools.
2. Knowledge of a Library collection and computer technology.
3. Knowledge of resources, programs, and services available to Libraries.
4. Interpersonal skills in working with staff, patrons, Trustees, community organizations, and other local town departments.
5. Ability to lead, supervise and evaluate staff.
6. Ability to respond quickly and resolve problems.
7. Other physical skills necessary to perform the job.

**Working Conditions / Physical Demands**
1. Normal office environment, not subject to extremes in temperature, noise, odors, etc.
2. Will use computer keyboards requiring eye-hand coordination and finger dexterity.
3. Involves travel to meetings and conferences; and attendance at evening meetings.