

November 28th, 2023

Job Advertisement and Job Description: Director, Conway Public Library

Job Advertisement

Library Director - Conway Public Library

Conway Public Library is on the lookout for a talented and visionary professional to take on the role of Library Director. As the Library Director, you will spearhead the administration and management of our library, ensuring alignment with board policies, state regulations, and our commitment to serving the community.

Providing supportive leadership to the dedicated team in place at the Conway Public Library is job #1, as is establishing and nurturing strong relationships with the library's board of trustees.

The library has been a cornerstone of the Conway community for over 100 years and we are on the cusp of many new and exciting developments. Our new director will lead the way for these new initiatives as we embrace new technology trends, and fundraise for important developments for our historic building and grounds.

Key Responsibilities:

Staff Management: Lead recruitment, onboarding, and project collaboration to foster a positive atmosphere.

Board of Trustees: Establish strong relationships, attend meetings, and assist in Trustee meeting preparations.

Organizational Leadership: Plan and execute yearly goals, oversee library collection changes, and stay updated on technology trends.

Personal Leadership Skills: Demonstrate active listening, conflict resolution, and effective emotional management.

Financial Management: Prepare annual budgets, maintain financial records, and collaborate on reporting and audits. Identify and write grants to supplement budgets for special projects.

Public Relations: Identify strategic partnerships, create a welcoming atmosphere for patrons, and represent the library at local events.

Qualifications:

MLS Degree from an ALA-accredited institution.

At least 3 years of management and supervisory experience in a public library (preferred).

If you are a dynamic leader with a passion for community engagement and a commitment to library excellence, we invite you to apply. Join Conway Public Library in creating a vibrant and inclusive community through the power of knowledge. Submit your resume and cover letter to directorsearch@conwaypubliclibrary.org by December 22, 2023.

Conway Public Library is an equal opportunity employer, fostering harmonious working relationships with community leaders, employees, and the public.

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CONWAY PUBLIC LIBRARY

JOB DESCRIPTION

JOB TITLE: LIBRARY DIRECTOR

PRIMARY OBJECTIVE OF THE POSITION OF LIBRARY DIRECTOR

The Library Director is responsible for the general administration and management of the library in accordance with the policies and directives of its board as well as the laws of the State of NH. The position involves control of the annual budget and its preparation, employee supervision, technological administration, and selection and evaluation of materials. Under the general direction of the trustees, the director has primary responsibility for all library services, resources, and staff members, with whom he/she will work collaboratively to deliver professional library service to the public, integrating this with the library's mission statement, long-range plan, and objectives.

Staff Management

- Oversees recruitment and interview of potential candidates
- Ensures library policy and procedures are consistently followed by staff
- Recommends to the Board new employee hires and, terminations, promotions and disciplinary actions
- Serves as point of contact for all human resource matters
- Working in partnership with staff, collaboratively develops individual annual goals
- Oversees preparations and administration of annual staff evaluations
- Collaborates with staff on projects and offers guidance and analysis as necessary
- Classifies staff positions and revises job descriptions as needed
- Maintains confidentiality in personnel matters and encourages confidentiality with personnel as appropriate
- Ensures new staff are adequately oriented to the library
- Creates a positive atmosphere for staff and fosters teamwork
- Ensures work environment is safe for staff and public
- Gives praise or recognition for good performance
- Manages staff scheduling
- Is consistently available and approachable for staff concerns
- Encourages staff to attend continuing education opportunities and training required to perform and/or enhance their job performance
- Encourages excellence in the delivery of library services

Board of Trustees

- Demonstrates the ability to establish good working relationships with Board members
- Effectively responds to Board inquiries in a timely fashion
- Regularly attends monthly Board meetings
- Demonstrates the ability to keeps the Board informed of operational changes and ongoing needs of the library and recommend changes to programming
- Assists Board Chair in preparation and implementation of Trustee meetings
- Prepares reports and agenda for monthly Board meetings in consultation with the Chair
- Notifies Board members of meetings and prepares appropriate public notices in compliance with the RSAs
- Distributes agendas and supporting materials 48 hours prior to monthly Board meeting

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Organizational Leadership

- Planning: Plans for the execution and completion of yearly goals
- Coordinates, develops and implements long range plans in collaboration with stakeholders
- Identifies future needs of the library and communicates these to the Board of Trustees
- Demonstrated an ability to have a vision for the future direction of the library and its role in the community
- Evaluates library collections at least once a year
- Oversees and implements changes to library collection as appropriate
- Continually evaluates the effectiveness of library services and resources to meet those needs
- Knowledge and understanding of long term library technology trends

Personal Leadership Skills

- Listens actively and thoughtfully to others and does not interrupt
- Is self awareself-aware and able to manage emotions and behavior professionally
- Disagrees gracefully and respectfully when there is a difference of opinion
- Interprets and handles conflict to ensure that a win-win solution is achieved
- Remains calm, courteous and effective in challenging situations
- Is open to hearing feedback and applying it constructively

Management

- Delegates responsibilities to staff as appropriate
- Effectively oversees overall daily operations of the library including personnel and physical plant
- Ensures library policy and procedures are consistently followed by staffOversees the participation of volunteers according to the policies and procedures and NH State RSAs
- Reviews policy and procedures as needed
- Brings to the Board recommendations for new policies and procedures, or revisions to existing policies and procedures as needed
- Identifies the need for outside contractors/vendors, analyzes the quality of their services including costs, contract requirements, impact on the operations of the library, timeline for project completion
- Presents to the Board recommended contractors/vendors for consideration to be hired to complete a project that has been approved by the Board
- Evaluates the effectiveness of library services and programs to meet the needs of patrons and community at large
- Recognizes trends in library services and implements services and programs to meet the needs of the community including technical and cultural programming
- Informs Board of physical plant needs and follows through with Board recommendations in managing major building expenditures
- Prepares specifications for purchase of equipment and furnishings
- Ensures safety regulations are followed within the library
- Demonstrates the ability to conduct meetings effectively, covering content in a timely fashion

Financial Management

- Prepare an annual budget for Board review
- Consults with Town officials as needed regarding the budget

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- Presents an annual draft of the library budget with Board Chair to Town officials for consideration and adoption
- Accounts for library expenditures
- Accurately maintains financial records
- Manages expenditures prudently, effectively, efficiently and within budgetary requirements
- Manages expenditures utilizing the appropriate accounts
- Prepares monthly and yearly financial reports within required time frames and submits them to the Board in a timely fashion
- Submits required annual reports for the State on time to the Town
- Collaborates with Board Treasurer on monthly and annual financial reporting
- Collaborates with Board Treasurer and Town staff on annual audit Prepares for audits
- Submits grants to enhance specific library programs

Public Relations

- Identifies and develops strategic partnerships
- Creates a friendly, helpful atmosphere for library patrons
- Ensures the library environment is safe for patrons
- Oversees the participation of volunteers according to the policies and procedures and NH State RSAs
- Develops and maintains good relationships with Town and School officials
- Attends Town Department Head meetings
- Addresses patron and community complaints effectively in a timely way
- Provides the opportunity for the library to participate in local events
- Ensures library activities and services are properly advertised/presented to the local community through the library website, local publications and other appropriate media outlets
- Engages in fundraising efforts within regulation as opportunities arise throughout the year
- Represents the library and speaks before the community, civic, and other groups regarding the objectives and activities of the library
- Maintains membership in library consortiums and attends meetings
- Demonstrates effective written communication internally and for public relations
- Meets the requirements of the Library Director job description satisfactorily
- Demonstrates initiative and innovation in the development of library services, collections and programs
- Follows RSAs and laws governing library service
- Follows the mission of the library
- Maintains professional education and credentialing as appropriate
- Maintains membership in state and national library organizations

Performs other related duties as assigned

Reports to Board of Trustees

Relationships: Possesses ability to establish and maintain harmonious working relationships with community leaders, employees as well as with the public

Specifications of the Position

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- MLS Degree from an institution accredited by the American Library Association with at least 3 years of management and supervisory experience in a public library
- Ability or experience in budget preparation
- Knowledge of and ability to follow accepted professional library practice
- Ability to interact successfully with staff, the public and the Board of Trustees, i.e. possesses public-relations skills
- Demonstration of professionalism
- Knowledge and demonstrated experience managing a building listed in the National Register of Historic Places
- Knowledge and demonstrated experience understanding the unique needs of a special collections library

Equipment Used

- Computer and peripherals, office equipment, telephone, AV equipment, microfilm/fiche reader, hand-held devices

Sensory Requirements: Hearing, Seeing, Speaking, and Touch

Physical Requirements

- LIFTING and CARRYING: 0 - 10 lbs., Very Frequently; 11 - 25 lbs., Frequently; 26 - 50 lbs., Occasionally; Over 50 lbs., Occasionally
- STANDING: Very Frequently
- SITTING: Very Frequently
- REACHING: Very Frequently
- TWISTING: Frequently
- BENDING: Frequently
- CRAWLING: Occasionally
- SQUATTING: Occasionally
- KNEELING: Occasionally
- CROUCHING: Frequently
- CLIMBING: Infrequently
- BALANCING: Occasionally

Hand Manipulation

- GRASPING: Very Frequently
- HANDLING: Very Frequently
- EQUIPMENT CONTROLS: Very Frequently