USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Library Director**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Library Director** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_ \_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of complex administrative, supervisory and professional work in the general oversight of [City/Town] library resources and facilities. Responsible for the management of the public library collection and the provision of library services to patrons and community organizations.

**Supervision Received:**

Receives general direction from [chief administrative/executive officer/Library Board]

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all library employees [and volunteers].

**Examples of Essential Functions:**

1. Plans, supervises and evaluates the operation and activities of [Town/City] libraries under policies and goals established by [chief administrative/executive officer and/or Library Board].
2. Develops policies and procedures as necessary to ensure efficient management of library operations or implements directives from the [chief administrative/executive officer/Library Board].
3. Prepares and recommends policies to the [chief administrative/executive officer and/or Library Board].
4. Researches, analyzes and reports upon community needs with respect to library resources and facilities.
5. Develops, administers and evaluates library programs such as circulation, reference, reader’s advisory services, children’s services, community services and public information.
6. Directs the development and maintenance of a public library collection of books, periodicals, records, films, tapes, CD, DVDs, and a variety of other library materials; evaluates collection for balance and comprehensiveness; schedules withdrawals and inventory of materials.
7. Directs the development, repair and maintenance of library facilities.
8. Identifies and pursues [or “Assists in the identification and pursuit of”] funding and other resources; directs, reviews and approves grant proposal packages; ensures compliance with grant requirements; assists in the preparation, review and administration of vendor contracts and agreements.
9. Ensures the collection of all appropriate library fees.
10. [“Provides administrative support to (Library Board of trustees/directors) by facilitating meetings, preparing reports and implements policy decided by the Board.”]
11. Prepares and presents [or “Assists in the preparation and presentation of] a proposed annual Library budget; directs the implementation of the adopted budget; directs and performs financial and managerial analyses of operations and presents findings to [chief administrative/executive officer and/or Library Board].
12. Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of library employees; administers personnel rules and regulations and collective bargaining agreements for library employees.
13. Confers and coordinates with State agencies, other public libraries, corporations, community and civic groups on the use of library facilities and the development of library programs; assists in facilitating interlibrary programming.
14. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of library activities and resources.
15. Prepares, submits and presents analytical and statistical reports to [chief administrative/executive officer/Library Board]; attends meetings of [insert appropriate committees, commissions and legislative body].
16. Represents [Town/City] at various meetings; serves as liaison to various government or community organizations, committees, taskforces, boards and commissions; communicates regularly with other local, State and Federal officials and community members.
17. Promotes and publicizes library resources, programs and activities; prepares and coordinates program and event publicity.
18. Attends seminars and conferences to remain current on developments in relevant fields.
19. Maintains positive working relationships with local government officials, school officials, community and civic groups, corporations and the public regarding program offerings and coordination of services; promptly and cordially responds to inquiries and complaints pertaining to services and facilities.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Master's degree with a major field of study in Library Science.
2. \_\_\_ years of increasingly responsible experience in library administration, including a minimum of \_\_\_ years supervisory experience.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] of his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of public library functions.
2. Thorough knowledge of the principles and practices of public administration.
3. Skill in financial and human capital management.
4. Skill in the use of computers, including [identify software].
5. Ability to plan, direct and evaluate work of library programs.
6. Ability to establish and maintain effective working relationships with local government officials, school officials, community and civic groups, corporations and the public.
7. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from government officials, community and civic groups, patrons and the general public.
8. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are\_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.