Starksboro Public Library Director Job Description 2024

Summary of Job Responsibilities: The Library Director is responsible for the administration, supervision, and coordination of all activities, services and operations of the library. They are responsible for carrying out policies adopted by the five-member Board of Trustees and are hired by and responsible to the Board of Trustees. The Library Director works to foster positive relationships with citizens and organizations in our community.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community – Develop and maintain services that reflect and respond to the interests and needs of the town including:

- Maintain a friendly and welcoming library atmosphere
- Assist patrons in locating and utilizing library resources
- Oversee and manage daily library operations, including staffing the library during posted hours, checking materials in and out, managing inter-library loans, cataloging all materials, and coordinating the use of library and Town Hall facilities
- Develop a collection of interesting materials in various formats: print, audio-visual, electronic, weeding out old as needed
- Develop programs that appeal to a variety of ages and interests
- Develop outreach and other services that extend the library’s reach into the community, including collaborating with community groups and the local elementary and preschool
- Develop and organize displays and exhibits for both adults and children
- Promote and publicize the library’s service, activities and resources, including use of the website, social media, and Front Porch Forum
- Participate in strategic planning in conjunction with the Board of Trustees
- Develop procedures for the smooth running of the library

Administrative Leadership - Manage personnel and resources in order to support the operations of the library, including:

- Attend monthly Board of Trustee meetings and provide monthly Director’s reports
- Manage hiring, supervision and training of all staff and volunteers
- Support and implement library policies maintaining a current procedures manual
- Spend and monitor budgeted funds in a responsible manner as sanctioned by the Board of Trustees, reporting monthly to the Board of Trustees
- Collect library statistics as required by the Department of Libraries completing reports, surveys and requests for information from state and federal library agencies and organizations
- Help provide oversight to the facility to ensure health and safety of patrons
- Manage technology for use by the public and library staff

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library.
Working Conditions
Duties are performed mostly indoors in the library. These may require periods of standing, walking, and sitting. Occasionally you may have to climb, balance, and lift and carry items up to 25 pounds.

Qualifications
Preferred candidates should possess a Library Science degree or Vermont Library Certification or be willing to work toward accreditation and have two-three years professional library experience.

Candidates should demonstrate excellent technology skills, including knowledge of Google Workspace and be self-directed, with excellent time management, judgment, and creative problem-solving skills.

Hours and Compensation
The position is approximately 16-21 hours a week, on Mondays, Thursdays, and rotating Saturdays, at the rate of $21-$23 per hour, with limited benefits.

To Apply
Please send a resume and cover letter to leahrhamiltonvt@gmail.com with “Starksboro Public Library - Library Director Opening” as the subject. The position is open until filled.