

# Portland Public Library

## Job Description: Library Director

*The Portland Public Library is a publicly-funded institution dedicated to serving the informational, educational, cultural, and recreational needs of the community. It is responsive to the needs of its diverse users, advocating and supporting the use of current and emerging technologies, building an excellent collection and committing itself to the highest ideals of library service and the principles of intellectual freedom.*

### **GENERAL SUMMARY**

Under the general direction of the Portland Library Board of Directors and the First Selectman, the Library Director performs highly responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services. The Director performs administrative duties related to personnel, budget, collection development, building maintenance, and library operations and services; supervises professional and paraprofessional staff; and ensures Portland Library is recognized as a continuously improving library through outreach to the community and knowledge of, or participation in, consortia and regional and statewide efforts to support libraries.

### **SPECIFIC DUTIES**

#### **Board Relations**

- Works with the Library Board to establish a Long Range Plan that aligns the library's mission, goals, and objectives with community needs.
- Prepares and recommends policies concerning library operations for Library Board review and advisement; administers approved policies.
- Prepares Library Board meeting agendas and necessary reports in cooperation with the board chair and notifies Library Board of scheduled meetings; participates in regular and special meetings of the Board.
- Submits an annual operating budget to the Library Board for review, discussion, and approval.
- Serves as chief consultant to the Board in regard to library programs, services, and technologies, and reports regularly on their success and impact.
- Provides assistance to support Library Board in fundraising efforts.
- Orients new board members and serves as a resource for board activities.

#### **Organization Administration**

- Develops, implements, and evaluates long and short term goals and objectives.
- Administers library services through subordinate staff in the functional areas of information services, loans, acquisitions, programming, patron instruction, and community outreach, in accordance with the policies established by the Library Board and the regulations of the Connecticut State Library and the Town of Portland.
- Develops staff job descriptions; administers personnel policies.
- Recommends employment and evaluates library personnel; supervises and delegates responsibilities to library staff in accordance with employee bargaining agreements and Town personnel regulations.
- Assigns or performs staff training and professional development.

- Works to promote high staff morale; encourages clear, open, and regular staff communications, and serves as liaison to staff in reporting board-related information, decisions, and actions.

### **Professional Librarianship**

- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, and withdrawal either directly or through delegation to appropriate staff.
- Ensures a responsive and diverse array of service and collections.
- Maintains membership and participates in library organizations to ensure knowledge of new developments in libraries and conformity to best practices, and to support library service and development initiatives, especially in the region and the state.

### **Community Relations**

- Evaluates library services to meet perceived needs of the community and support Town objectives; maintains awareness of activities and plans of Town government and local organizations, and builds relationships with local officials and community leaders to inform them of library needs and concerns.
- Works closely with Friends of the Portland Library to support and advise Friends activities and fundraising efforts.
- Performs outreach to support the work of civic and community organizations (Chamber of Commerce, Historical Society, gardening clubs, etc.) and other Town departments with aligned service objectives (Youth and Family Services, Senior Services, Parks & Recreation); may present at public events and/or attend meetings in order to facilitate outreach and collaboration.
- Oversees regular community outreach, in a variety of media including digital platforms, to keep the public well informed of the library's activities, accomplishments, and challenges.

### **Fiscal Management**

- Develops the annual budget request and, once approved by the Library Board, presents to the First Selectman and the Board of Selectmen.
- Administers approved budget, directing the expenditure of governmental fund allocations within constraints of approved budgets.
- For all purchases and receipts, conforms to the required procedures of the Town of Portland Finance Department.
- Brings forward requests to the Library Board or Friends of the Portland Library for items or programs to be funded by special funds; controls and tracks expenditure of approved funds.
- Accepts and records gifts of money and library materials.
- Actively pursues, applies for, and administers grant funding.
- Prepares or assigns monthly and annual financial and statistical reports and presents reports to the Library Board, Town Officials, and Connecticut State Library as required.

### **Facilities & Technology Management**

- Interacts with appropriate Town department staff for the maintenance of the library's facility, furnishings, equipment, and technology; ensures appropriate support and maintenance of the computer and digital services and equipment or assigns appropriate staff to work with the Town Technology Coordinator.

- Analyzes buildings and grounds needs and recommends capital improvements to the Library Board and the Town as necessary.
- Remains aware of trends in the use of digital technology in libraries, to support the development of appropriate changes in plans and delivery of digital services.

**QUALIFICATIONS, EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

- A Master's Degree in Library Science from an accredited college or university.
- A minimum of five years of progressively responsible professional library experience, including at least two years in a supervisory position, or an equivalent combination of work experience and training.
- Ability to administer the activities of a public library and to supervise the work of others.
- Ability to develop short and long term development, plans, and objectives.
- Knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Proficiency with computers, library software, internet, and digital communications, and familiarity with integrated library systems and services.
- Excellent communication skills, and the ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

**SPECIAL REQUIREMENTS:**

Must have a valid driver's license and access to own transportation. Some evening and weekend hours required, as well as occasional participation in meetings and work-related functions outside the standard work week. Periodic coverage at the service desk as needed.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to ambulate, sit, and talk or hear. The employee is occasionally required to use hands to operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, or kneel. The employee must occasionally lift, push, or pull up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

*The 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*