TOWN OF LEDYARD
LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES:

The Library Director plans, organizes, and administers a comprehensive community library program; oversees the care and maintenance of the library buildings, equipment, and facilities; performs managerial duties related to personnel, budget, collection development, and library operations; and formulates library policies and program recommendations for action by the Library Commission.

SUPERVISION RECEIVED:

The Library Director receives general direction from the Library Commission and functional direction from the Mayor.

SUPERVISION EXERCISED:

The Library Director provides general and functional supervision to professional, paraprofessional, and clerical library staff.

ESSENTIAL JOB FUNCTIONS:

- Administer, supervise, and perform library services in the areas of reference, youth services, circulation, administration, acquisitions, events, and facilities management
- Provide supervision and delegate responsibilities to the library staff
- Research information for Library Commission review and implement and administer Commission policies
- Perform near-term and long-range planning for development of library services
- Analyze interests, needs, and cultural expectations of the community
- Develop, maintain, and expand the collection of materials, programs, and services for the library according to the conceived needs of the community
- Plan and implement procedures to augment library goals and services through cooperation with community educational, cultural, and civic organizations
- Develop resource materials for town departments
- Interact with school media staff to assure availability of supplementary educational materials
- Develop and/or approve displays and special functions such as book reviews, lectures, and instructional activities to extend library services into the community
- Read professional journals and other sources for book and periodical information and select or approve selection of books and materials by staff members.
- Recruit and recommend employment, promotion, and disciplinary actions to the Mayor
- Provide training and career development opportunities to employees
- Analyze procedures and methods of delivery of library services
- Develop system improvements as needed including updating automated record keeping and retrieval systems
- Prepare budget and program recommendations for Library Commission action
- Administer adopted library budget
- Oversee the collection and accounting of all incoming funds including fees, donations, and state funds

- Prepare monthly narrative and statistical reports for the Library Commission and the Mayor
- Prepare statistical reports for the state library upon request
- Creates the monthly staffing schedule for both library buildings

ADDITIONAL DUTIES:
- Participate in regional and state library cooperative programs
- Promote and maintain effective relationships between staff and patrons
- Perform routine library duties including desk coverage, reference work, and delivery of materials to and from buildings as needed
- Participate in professional library organizations at local, regional, state, New England, and national levels and attend other professional conferences and workshops to remain current on developments and advancements in Library Science, public administration, and available training
- Other duties as required

*****The duties listed above are intended only as illustrative 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.*****

QUALIFICATIONS PROFILE
Knowledge, Skills, and Ability:
- Thorough knowledge of the principles and practices of public library functions
- Thorough knowledge of the principles and practices of public administration as applied to the public library and the use of computers
- Ability to communicate orally and in writing
- 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, operations plans, and programs
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies, and the general public
- A valid motor vehicle operator's license

Education, Experience and Training:
This position requires a master's degree in Library Science from an accredited college or university, plus four years of progressively responsible library administration experience including at least two or three years in a supervisory capacity or equivalent.

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 accommodation 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 talk; sit; bend or twist; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain

continuous visual acuity including close vision, and the ability to focus, and hand-eye coordination. The employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.

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

Adopted by the Ledyard Town Council on : _____.

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Kevin J. Dombrowski, Chairman

Revised 06/2017; 03/2023