

Gilman Library
Job Description
Library Director

Position:

The Library Director's position is a year-round, full time position (40 + hrs/wk)

The rate of pay (salaried) is determined by the Gilman Library Board of Trustees.

The number of days per week and hours per day are determined by the Library Director

Job Qualifications:

The Library Director shall have a Bachelor's Degree in Library Science or must have or be engaged in a Master's Degree Program in Library Science. Previous library experience is desirous but not mandatory. Related experience will be considered.

This position requires the ability to give friendly expert, service to patrons of all ages and walks of life. Must show initiative, sound judgment, tact, courtesy and the ability communicate effectively with patrons and staff. Must have the ability to foster teamwork among staff and volunteers, prioritizing and focusing to give the best possible service to patrons and meet the needs of the library.

Must possess a good sense of humor, basic computer skills, the ability to multitask and be detail oriented.

Must be able to bend, stretch, lift heavy books and kneel comfortably.

Benefits:

The Library Director receives two weeks' vacation for the first five years of employment; three weeks for ten years and four weeks after fifteen years.

The Library Director is allowed two weeks sick leave.

The Library Director is eligible to receive health and dental benefits.

The Library Director will receive retirement benefits from the NH Retirement System.

Family sickness and leave without pay as determined by the Gilman Library Trustees.

Holidays:

The following holidays are observed for the library: New Year's Day, Fourth of July, Veteran's Day, Thanksgiving and the day after Thanksgiving, and Christmas. If any of these holidays fall on a day that the Library Director is scheduled to work the holiday will be paid.

Snow days – if applicable and according to the Gilman Library Personnel Policy.

Responsibilities:

Manage the daily operation of the Gilman Library according to the policies established by the Gilman Library Board of Trustees.

The Library Director will share general library duties with all staff members. These duties include, but are not limited to:

Opening/closing procedures

Compiling daily statistics

Coverage of circulation desk

Sending fax messages and utilizing the copy machine.

Proficient in computer skills, data entry skills and knowledge of library automation system

Assist patrons with meeting room usage.

Shelving materials

Cataloging/Processing/Repairing library materials

Receive and submit Interlibrary Loan requests.

Assist patrons with basic computer skills including internet access and e readers.

The Library Director is also responsible for specific duties. These include but are not limited to the following:

Purchasing - Selection and purchasing of library materials related to the library collection, office etc.

Selection and ordering of all library related equipment. Larger ticketed items are to be approved by the Library Trustees.

Marketing –Writing for and submitting information to library website, Facebook and calendar. Advertising library related happenings in local papers when necessary. Create & maintain Library Newsletter.

Community Relations - Maintain a constant effort to connect with others in the community and the State of New Hampshire for the purpose of providing the best possible library services to that community. Make presentations to various groups relating to the library when possible.

Representing the Gilman Library through attending yearly meetings when possible. Examples include but are not limited to New Hampshire Library Association Meetings; CLNH Meetings, Rochester Area Library Cooperative (director currently holds the office of Secretary for RALI) and Town of Alton Department Head Meetings. Maintains a close relationship to the Friends of the Gilman Library and assists with programming and fundraising efforts headed by the Friends group.

General Maintenance - Placing work orders to the Town Maintenance Department for general library building maintenance. Addressing issues regarding landscaping, building, elevator, equipment or computer related maintenance issues as needed.

Payroll - submit weekly pay sheets for all paid employees and maintains employee records. Coordinate volunteer and paid staff hours.

Budget Management - Prepare and record bills and deposits for library records and the Library Bookkeeper.

Offer recommendations to the Library Trustees to prepare for the annual budget.

Once the budget has been determined, prepare all paper work that is to be submitted to the Alton Town Administrator.

Attend all necessary meetings with town related committees and the Board of Selectmen when necessary for the purpose of supporting the Gilman Library.

Correspondence - Collecting and sorting mail daily.

General library related correspondence, written and electronic mail, as needed.

Prepare yearly written report for the Gilman Library Trustees and the State of New Hampshire which involves keeping very specific statistics that provide a detailed description of all library usage.

Report to the Gilman Library Board of Trustees – prepare agenda, correspondence and minutes for the Gilman Library Board of Trustees Meetings.

Programming - Schedule various library programs and yearly fund-raising events designed for children and adults.

Maintains close relationship with Alton Book Chat book discussion group. Assist with selection and management of reading materials, etc.

Revised/Adopted by

The Gilman Library Board of Trustees

November 12, 2013

Effective for new hires starting after October 15, 2013 and all other employees as of January 01, 2014