

CHARLOTTE LIBRARY: Job Description: Library Director

SERVICE TO THE COMMUNITY: Develops and maintains services that reflect and respond to the interests and needs of the town, which include:

- Developing procedures for the smooth running of the Library, a collection of interesting materials in various formats, programs that appeal to variety of ages and interests, and outreach and other services that extend the Library's reach into the community
- Developing strategic plans in conjunction with the Board of Trustees
- Keeping abreast of relevant current and emerging technology
- Collaborating with community groups, local schools, Friends of the Library
- Providing reference, interlibrary loan, readers' advisory, and referral services
- Helping the public use library materials and technology
- Developing and organizing bulletin boards, displays and exhibits
- Promoting and publicizing the Library's services and resources
- Reporting any building maintenance and safety problems to the Trustees
- Approving building use request by outside groups
- Attending workshops, classes and meeting as well as reading professional journals in order to maintain perspective and keep apprised of developments in the field of librarianship
- Assessing and weeding collection on a regular basis

SUPPORT AND EXECUTION OF LIBRARY POLICY: Follows policies adopted by the Board of Trustees, makes suggestions for changes as needed, and proposes ideas for the future by

- Attending monthly Trustee meetings
- Maintaining the Library's policies file (passing information to staff and answering the public's questions about policies)
- Implementing the current Strategic Plan as appropriate
- Working with the Friends of the Library
- Maintaining a close working relationship with town government

SPENDING BUDGETED FUNDS: Spends Library's budgeted funds responsibly, which includes:

- Developing an annual budget with the Trustee treasurer and chair for adoption by the Board of Trustees
- Tracking expenses so no shortfalls are encountered
- Approving and submitting staff time sheets on a regular basis and tracking personnel expenditures
- Reviewing bills and preparing them for payment through the Trustee treasurer
- Receiving cash donations, fees and other funds and passing along to the Trustee treasurer or the Friends of the Library treasurer
- Using the most cost-effective vendors
- Writing grant proposal as appropriate
- Cooperating with Trustees and Friends on library fund-raising activities

SUPERVISING AND TRAINING STAFF AND VOLUNTEERS: Hires, trains, schedules and evaluates all staff and volunteers which includes:

- Updating and/or developing job descriptions as necessary for Board approval
- Recruiting staff and volunteers as needed
- Instructing staff and volunteers on library policies and procedures, ensuring that each understands her/his individual responsibilities

- Developing and maintaining an operating procedures manual, emergency procedures, and other aids for staff and volunteers
- Evaluating in writing the performance of each staff member at least annually
- Holding regular staff meetings to discuss procedures and other issues as these arise
- Encouraging and supporting staff professional development

FORMAL REPORTING: Provides regular, written report library activity for the Board of Trustees, the town and the state which may include:

- Preparing monthly written report for the Board of Trustees
- Collecting, analyzing and reporting library statistics on a regular basis
- Completing occasional reports, surveys, and requests for information from the state and federal library agencies and associations
- Preparing the annual statistical report and standards application for the Department of Libraries
- Drafting the annual town report for the Board's approval and submission,

OTHER DUTIES AS ASSIGNED

Approved by the Charlotte Library Board of Trustees

Checked 5.2.14