**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Seymour Public Library*

## *Library Director*

## GENERAL STATEMENT OF DUTIES:

The Library Director, plans, organizes and directs a comprehensive program of community library services that are informational, educational, cultural, and communications-oriented; oversees the maintenance of the Town Library building, its equipment and its systems; and formulates library policies for review by the Library Board and the First Selectman.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Plans and organizes the activities, programs, and services of the library according to the needs of the community and town departments
* Administrates library tasks and services through subordinates in the areas of circulation, acquisitions, public events, instructional programs, information services, equipment repair, and media and facilities management
* Performs near-term and long range planning for the development of services
* Exhibits a broad knowledge of online library systems and resources, and works to develop system improvements as needed
* Prepares the annual budget and administers the adopted budget
* Reviews the reports from the Library Endowment Funds and presents recommendations of expenditures to the Library Board
* Oversees the management of library collections, including additions and deletions, and approves expenditures
* Responsible for the hiring and performance evaluation of library staff under the guidelines outlined in the town collective bargaining agreement
* Supervises the preparation of narrative and statistical reports for the Library Board, the State Library and the First Selectman
* Plans agenda items, coordinates records and materials, and provides a monthly Director’s Report for the Library Board and the First Selectman, and attends all meetings of the Library Board as well as other Town Boards when requested
* Maintains an ongoing dialogue with town officials and the general public to identify service issues and resolve problems proactively
* Plans and implements procedures to augment library goals and services both through “The Friends of the Seymour Public Library” and educational, cultural and civic organizations in the community
* Responsible for development and maintenance of the Adult book collection
* Coordinates collection development of e-books, DVDs and audio books
* Develops, with the Manager of Children’s Services, a comprehensive schedule of programs for children
* Develops and presents a schedule of adult programming
* Participates in professional organizations and attends workshops to remain current with evolving library service initiatives
* Works at the Service Desk as needed during times of high volume or staff illness or absence

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the Director of Operations in conjunction with the First Selectman.

## SUPERVISION EXERCISED:

* Oversees all Seymour Public Library staff.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Excellent communication skills, both verbal and written
* Ability to read, analyze and interpret business and financial reports
* Knowledge of public library principles and practices.
* Extensive knowledge and experience in all areas of library services.
* Demonstrated ability to supervise the work of others.
* Experience in short and long range planning.
* Experience with Microsoft computer programs and one integrated library system.
* Ability to establish and maintain effective working relationships with supervisors, subordinates, associates, officials of other agencies and the public.

## EXPERIENCE AND TRAINING:

* A Master’s Degree in Library Service
* Seven (7) years of professional responsibility in a public library, including five (5) years in the supervision of a major department, or experience for an equivalent time as director of a smaller public library
* A combination of education and experience that demonstrates the ability to successfully meet the requirements inherent in the position may be considered

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the First Selectman, in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review in July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.