

THE SHERMAN LIBRARY ASSOCIATION, INC.
Job Description-Library Director

Job Title: Library Director

Position reports to: Sherman Library Board of Trustees

In keeping with the mission of the Sherman Library Association (SLA), the Library Director is responsible for developing and supporting all efforts necessary to maintain a free library, responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical plant, and stays informed of developments in library management. In addition, the Library Director serves as a member *ex officio* of the Board of Trustees to insure a consistent flow of communication.

MISSION, PLANNING AND POLICY-MAKING

A clear statement of the library's values, mission and policies that insures that decisions about all aspects of the SLA are consistent and fair. Working with the Board, the Library Director:

- Guides the Board in determining Sherman Library's values, mission, vision, and short- and long-term goals.
- Develops long range plans to support and promote the mission of the library.
- Develops short term plans to address specific issues facing the library as they arise.
- Formulates and recommends policies to the Board and implements the procedures to carry out these goals.
- Develops clear descriptions of staff positions including a non-discrimination statement, qualifications for employment, evaluation procedures, and causes for dismissal.
- Reports to Board on outcome and impact of library services and programs on a regular basis.

LIBRARY SERVICES

The regular assessment and development of library services is important to fulfilling the SLA mission. To support these efforts the Library Director:

- Plans, organizes, and regularly evaluates a program of service that supports the mission of the SLA and reflects the needs of the Sherman community.
- Selects, curates and maintains library materials including books, media, computer programs and other materials, and insures that these materials meet the needs of the community.
- Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.
- Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees, the SLA annual report and Connecticut State.

BUDGETING

In order to insure efficient and responsible management of the library budget the Library Director:

- Prepares the annual budget for Board review and approval in a timely manner.
- Works with the Board to present budget requests to Board of Selectmen.
- Administers and monitors expenditure of library funds to stay within approved budget.
- Works with Treasurer to review monthly reports and keep abreast of various funds and accounts.

FUNDRAISING

Working with the Board, the Library Director will develop and implement a strategic fundraising plan that will secure the annual operations and long-term sustainability of the library.

- Plans and executes cost-effective special events that will raise funds and build constituency.
- Launches an annual membership drive program that will recruit and sustain donors.
- Researches grant opportunities and prepares proposals.
- Develops and sustains a legacy program that will build the library's endowment.
- Acts as a conduit between Board, staff and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the library.

COMMUNITY RELATIONS

To ensure that the Library continually meets the needs of the community and its many constituents, the Library Director:

- Facilitates the integration of Sherman Library into the fabric of the community by using effective marketing and communications activities
- Acts as an advocate, with the public and private sectors, for issues relevant to the Sherman Library its services and constituencies.
- Listens to patrons, volunteers, donors and the community in order to improve services and generate community involvement.
- Develops and maintains cooperative relationships with the Sherman Town Government, and other community organizations.

HUMAN RESOURCES

As the immediate supervisor of all library personnel, the Library Director:

- Recruits, trains, evaluates and, when necessary, terminates all staff and volunteers.
- Assigns duties, defines staff responsibilities, and administers wages.
- Promotes staff development and growth. Provides opportunities for staff to attend workshops and conferences.

GOVERNANCE

The Library Director informs the Board of Trustees of all relevant library business. As an *ex officio* member of the board, the Library Director:

- Works with the Board President to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees, and individual board members.
- With the Board President, focuses Board attention on long-range strategic issues.
- Manages the Board's due diligence process to assure timely attention to core issues.
- Recommends volunteers to participate in the Board and its committees.

PROFESSIONAL DEVELOPMENT

To stay aware of new trends in library management and technology, legal issues facing libraries, and new ideas for programming the Library Director:

- Attends meetings, workshops and conferences.
- Maintains membership and participates in professional library associations.

The Library Director's job also includes any other duties that are requested by the Board of Directors or that are essential to ensuring that the SLA provides the best possible library service to the community. The Board will evaluate the Library Director annually.