

Town of Phippsburg, Maine

Position: **LIBRARY DIRECTOR**

Date: January, 2012 (UPDATED October, 2024)

OVERVIEW OF POSITION

This is a part-time professional position at the Albert F. Totman Public Library (“Library”), whose primary role is the administration, supervision, and coordination of all activities and services of the library, and for carrying out the policies adopted by the Library’s Board of Trustees.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of procedures and operations to perform the full range of standard administrative responsibilities. Knowledge of library practices, and procedures; knowledge of literature and library programs and activities; working knowledge of the laws, regulations, and departmental policies pertaining to library services. Skills in interacting with the public and library staff; planning, implementing, and evaluating programs and activities; and budget management. Ability to plan, organize, review and coordinate various tasks/functions; ability to establish and maintain effective working relationship with Town officials, employees, and the public; skill in the use of personal computers with standard office software, including word processing, spreadsheet, and presentation software and emerging technologies; ability to speak, write and communicate effectively.

SUPERVISION RECEIVED

Reports to and works under the supervision of the Library Board of Trustees (“Library Board”). Regular guidance, general oversight with consistent direction usually provided by the Library Board; the Library Board provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the Library Board for decision or help. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments. The Library Board provides ongoing feedback to and formally evaluates the employee annually.

SUPERVISION EXERCISED

Provides regular oversight and direction to library staff, volunteers and vendors. Responsibilities include planning, organizing, and monitoring day to-day work. The Library Director assigns work to subordinates, adjusts workflow to meet priorities or deadlines and make changes as necessary. The Library Director may recommend major changes, counsel employees, hear and resolve complaints and grievances, participate in performance evaluations and personnel management recommendations.

EXAMPLES OF ESSENTIAL DUTIES

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

1. Strives to meet the objectives of the library as established by the Trustees and implement superior customer service.
2. Maintains effective working relationship with public, Library Board, employees, library committees, and other departments and groups.
3. Manages the library's finances within the annual budget and as directed by the Board of Trustees. Assists Trustees in preparation of budget and financial reports.
4. Manages library staff and volunteer work schedules and payroll records.
5. Establishes and maintains library collections including selecting, classifying, and overseeing cataloging of materials.
6. Maintains patron/circulation statistics and completes Town and State reports.
7. Plans, develops, and implements adult and children programs.
8. Trains, supervises, and evaluates library staff and volunteers. Encourages staff development and professional activities.
9. Attends and reports to Library Board of Trustees at scheduled meetings.
10. Operates the Library in compliance with Maine regulations (RSAs) including confidentiality requirements.
11. Oversees facility maintenance.

12. Follows internal hiring guidelines and recommends candidates to Trustees for hire and/or termination.
13. Maintains employee records in compliance with Federal and Maine requirements, providing pertinent copies to Town office as necessary.
14. Collaborates in fundraising efforts, including in writing grant proposals.
15. Establishes and maintains strong working relationships with community leaders, staff, volunteers and the public.
16. Advocates, promotes and markets Library services.

Performs other related duties as required.

EDUCATIONAL REQUIREMENTS

Generally, an employee filling this position at an entry level should expect that an Associates level degree will be required.

LEVEL OF EXPERIENCE REQUIRED

Generally, an employee filling this position at an entry level should expect 2 years overall work experience will be required.

ENVIRONMENT

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices; meeting and training rooms, and libraries (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations, etc.). The work area is adequately lighted, heated, and ventilated.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Normal office environment with no unusual hazards; the work is sedentary; typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is

required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend and lift/move 30 pounds or less.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.