

## **Library Director - E. C. Scranton Memorial Library**

E.C. Scranton Memorial Library in Madison, CT seeks its next Library Director to lead a talented team of library staff members offering innovative library services in a recently renovated and expanded library facility. The library is located in Madison's picturesque town center near three town beaches and just steps from coffee shops, restaurants, shops, and more.

The successful candidate will be passionate about providing outstanding services to library patrons, have the ability to lead and motivate staff in a team environment, possess outstanding verbal and written communication skills, and delight in connecting both staff and patrons with the resources they need.

### **Position Definition:**

In keeping with the mission of the E.C. Scranton Memorial Library, the Library Director is responsible for developing and supporting all efforts necessary to maintain an excellent library that is responsive to the community's needs for information, fosters education and cultural learning, and cultivates relationships of residents through the exchange of ideas. 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 and attends monthly meetings of the Scranton Library Friends. As the chief representative of the library, the Library Director communicates with and provides information to Madison officials, staff, and boards on a regular basis.

### **Essential Job Functions:**

#### Planning and Policy-Making

- Assists the Board of Trustees with both long- and short-range plans to support and promote the mission of the library and address issues as they arise.
- Formulates and recommends policies to the Board and implements the procedures to carry out these policies.
- Develops and recommends metrics for measuring the performance of the library relative to goals.
- Compiles library statistics and creates reports for monthly meetings of the Board of Trustees, the Library's annual report, and the Connecticut State Library.

#### Quality of Library Services

- Ensures all library services are of the highest quality and adequately meet the needs of the Madison Community.
- Manages and oversees:
  - the evaluation, planning, and execution of library programs for children, teens, and adults.
  - the selection and maintenance of library materials including books, media, and electronic resources that meet the needs of the community.
  - the purchase, utilization, and maintenance of technology to deliver, monitor, and enhance library services.

#### Financial Operations

- Manages and oversees the annual budget:
  - Prepares the annual budget in a timely manner for Board of Trustees review and approval.
  - Works with the Treasurer of the Board of Trustees to coordinate, communicate, and cooperate with the Board of Finance and Board of Selectmen in preparing the annual budget.
  - Presents budget requests to Board of Selectmen and Board of Finance.
- Administers and monitors expenditures of library funds to stay within the approved budget.
- Works with the Treasurer of the Board of Trustees to review monthly reports and keep abreast of various funds and accounts.
- Oversees annual audit and tax return filings.

- Acts as a conduit among the Board of Trustees, Scranton Library Friends, and staff to ensure smooth implementation of fund-raising activities.
  - Collaborates with the Development Committee to lead fundraising efforts such as writing and administering the Annual Appeal and other planned giving programs.
  - Prepares grant proposals for state agencies, foundations, and other organizations.
  - Assists the Board with donor cultivation activities.
  - Supports the Scranton Library Friends in their fundraising efforts.

#### Public Relations

- Ensures on-going communication/marketing to the public regarding library programs and services.
- Routinely interprets goals and objectives to staff and the public, and actively solicits input from the Board, staff, and community constituents.
- Manages internal and external communication of the Library including, but not limited to, brochures, newsletters, fliers, and newspaper articles.
- Identifies and pursues public relations opportunities that engender good will toward, and promotion of, the Library.
- Develops and maintains cooperative relationships with the Madison Town Government, Madison Public Schools, the Chamber of Commerce, and other community organizations.

#### Personnel Management

- Oversees the hiring, evaluation, and when necessary, termination of all staff.
- Assigns duties, defines staff responsibilities, and administers wages.
- Administers employee benefits programs.
- Maintains and updates the employee manual.
- Promotes staff development by providing opportunities for staff to attend workshops and conferences.
- Develops clear descriptions of staff positions including a non-discrimination statement, qualifications for employment, evaluation procedures, and causes for dismissal.

#### Physical Plant Management

- Provides direction for the maintenance of an attractive, safe, comfortable, and convenient building to serve the public.
- Supervises contract services, contracts with facilities vendors, and takes appropriate action in emergencies.
- Purchases equipment and furnishings as needed.
- Provides leadership and direction for major development projects including construction and renovation of facilities.

#### Board of Trustees Representative

- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
- Provides professional expertise and guidance to the board including but not limited to presenting information on pertinent legislation from local, state, and federal agencies; discussing trends in library technology; funding; and management wherever possible.
- Serves as ex officio member on Board committees when appropriate or as needed.

#### Professional Development

- Attends meetings, workshops, and conferences.
- Maintains membership and participates in professional library associations.
- Participates in state and regional library organizations, as appropriate, to advocate for relevant library issues.

The Library Director's job also includes any other duties that are requested by the Board of Trustees or that are essential to ensuring that the E.C. Scranton Memorial Library provides the best possible library service to the community. The Library Director will be evaluated by the Board annually.

**Qualifications:**

- A Master's Degree in Library Science from an accredited college or university plus a minimum of three years of management or leadership experience and a minimum of five years of public library experience.

**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 position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access collections, lead programs and meetings, and operate office equipment.
- Duties require ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require close visual acuity for extensive reading and viewing a computer terminal.
- Duties require extended periods of standing, walking, and sitting.
- Duties require fine manipulation/motor skills, and occasional periods of pulling/pushing items, lifting/carrying items up to twenty pounds, bending, stooping.

**Hours:**

40 hours per week including evenings and occasional weekends.

**Benefits & Compensation:**

- Salary range is \$90,000 – 105,000 commensurate with experience and qualifications
- 20 vacation days, 10 sick days, 13 paid holidays, 5 personal days
- Medical and dental insurance
- Short-Term Disability and Long-Term Disability
- Life insurance for employees
- 401k retirement plan

**Reports to:** Library Board of Trustees

**Employment Status:** Full-time exempt

**To apply:** Send a cover letter, resume, and contact information for three professional references to BoardPresident@scrantonlibrary.org by Monday, October 16<sup>th</sup>.

*Disclaimer: Nothing in this job description restricts the Scranton Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Scranton Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

*The Scranton Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.*