



Job Description

[illegible]

	familiarity and compliance with local, state and federal requirements for libraries. ● Development: presents and advocates for annual requests for towns' financial support and attends town budget meetings; plays active role in fund-raising and development effort ● Fiscal Oversight: Sets annual budget and oversees financial management, audits, bookkeeping, and fiscal forecasting;	15 15
Non-Essential Duties	● Supports development and communication of Library procedures, guidelines, and work standards to assure efficacy of Library operation. ● Provides back-up oversight of work schedule for staff, assuring adequate staffing during Library hours. ● Performs any other duties as assigned by the Board of Trustees.	
Measures of Success	● Growth in Library patrons, volunteers, and funding. ● Library staff and volunteer engagement. ● Consistent record of federal, state, and local compliance. ● Facilitates a welcoming environment, safety, security, and access for individuals of all abilities, comfort, and aesthetics. ● Increasing fiscal strength. ● Innovative and best Library practices.	
Impact on Organization	● Efficacy of culture, service, staffing, operations, processes, fiscal wellbeing, technology, grounds and facilities. ● Community visibility and appreciation driving patronage as well as preservation/growth of endowment. ● Career development and growth of staff.	
Critical Work Relationships and Workflow Interdependencies with Internal and External stakeholders	● Community leaders and members, public officials, and funding partners. ● Regional and state library leaders. ● Members of Board of Trustees, Members of Friends of the Library, and donors. ● Staff, Volunteers ● Consultants and Vendors.	
Work Schedule	Work schedule will be flexible based on Board and Committee evening meeting schedules as well as occasional evenings and weekends for Library events.	
MINIMUM Qualifications:	● Master's Degree in Library Science (MLS) ● Progressively responsible experience in leadership with proven ability in Board management and organizational governance, administration, budgeting and fiscal management, planning, human resource management, fundraising and community engagement.	
PREFERRED Qualifications:	● Leadership expertise within a Library environment. ● Experience as a community leader and as a representative to municipal funding bodies. ● Ability to provide own transportation as needed for job and travel requirements.	
KSAs (<i>Knowledge, Skills, and Abilities</i>)	● Trends and best practices in library science and library service functionality. ● Emerging technologies and their application to libraries including hardware, software, and databases for library operation. ● Principles and practices of leadership and organization and library management including: planning and budgeting; financial, HR, IT, and operations management; and program design and evaluation.	

	● Budgeting and financial operation including experience with Board Finance functionality, interface with auditors, and governmental finance bodies. ● Planning, organizing, leading, and measuring the effectiveness of operations, activities, programs, and services of a library. ● Expertise in developing community awareness and engagement. ● Influence with and without authority. ● Highly effective communications – preparation and presentation of technical and narrative/promotional reports or information in oral and written form. ● Ability to knowledgeably work with a Finance Committee and auditors to effectively prepare and manage the budget, support efforts for capital investments/improvements, and effectively forecast financial needs and impacts. ● Effective fund-raising strategies including philanthropic, grant writing, and events. ● Highly effective communications, working relationships, and collaboration with all staff, volunteers, patrons, Friends of the Library, Trustees, government officials, community partners, suppliers, and the general public. ● Accountable, modeling a ‘can do’ mindset and delivering role outcomes in a reliable and professional manner. ● Consistently works as an engaged team member with a diverse group of individuals, sharing ideas, impartially considering different perspectives, seeking and acting positively upon feedback, and looking for ways to enhance our Library. ● Provides stellar service, ensuring all feel welcomed, respected, and equitably supported.
Physical, Mental Demands, Sensory and Environmental Demands	● Works in standard office and school building environments. Note: Also see the Summary of Physical, Mental, Sensory and Environmental Requirements Needed to Perform Essential Functions for this position.
Approvals	Supervisory Approval: HR/Executive Approval: Completed By: Date: Date: Date: