

**Burlington Public Library
Library Director
Job Description**

GENERAL STATEMENT OF DUTIES:

Responsible for overall direction and management of the library, staff, equipment, patron support and administrative duties.

SUPERVISION RECEIVED:

Under the general supervision of the First Selectman and with policy advice from the Board of Library Directors (BOLD), performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for the Town of Burlington.

SUPERVISION EXERCISED:

Supervises all library staff.

PRINCIPAL RESPONSIBILITIES AND DUTIES:

Ensure the efficient and effective day to day operations of the library.

Implement and maintain appropriate library materials and resources, in both print and non-print form. Perform regular collection analysis and development. Develop and maintain appropriate and accessible electronic resources in the library.

Develop library budget plan, including library and capital needs, salaries, etc.

Hire, train, manage and evaluate staff.

Works with the Board of Library Directors and Burlington Library Association, also known as "The Friends." Create, organize and present reports to these boards.

Establish and administer library policies and procedures with guidance by the Board of Library Directors.

Provide exemplary and varied patron service

Oversee the maintenance of the building and its contents. Advise the BOLD of the need for regular maintenance and capital improvements.

Participate in strategic planning for future needs and potential major facility expansion. Lead implementation of the resulting plan.

KNOWLEDGE AND SKILLS: Experience in budgeting to meet strategic initiatives. Computer network experience required, as well as experience using online databases, the Internet and traditional print resources. Must have solid computer skills in using a variety of applications, including but not limited to Microsoft Office and Outlook. Excellent organizational, verbal and written communication and time-management skills are required.

MINIMUM QUALIFICATIONS: A Master's Degree in Library Sciences from an accredited college or university plus three years of practical and relevant library administration experience including at least three years in a supervisory capacity or equivalent.