

## **Job Description: Director, Orange Public Libraries**

The library director is responsible for the management and operation of the libraries and programs of services in accordance with policies established by the Board of Library Trustees. The director works in close cooperation with the board, serving as its advisor and as an active participant in policy and budget development, goal setting, planning, and evaluation. The position is directly accountable to the board of library trustees.

### **Duties and Responsibilities:** Wheeler Memorial Library and Moore-Leland Library

1. Supervises, directly or through delegating, library services, operations and activities, including but not limited to: materials selection, weeding and overall collection development; cataloging and other technical service operations; reference, children's, adult, young adult, and other services provided to the general public and special user groups; business and financial functions; community relations; library promotion; library building and grounds; personnel management.
2. With the Board of Trustees, develops and implements the Strategic Plan which identifies and addresses community and library needs, provides direction for library development, and serves as a base for evaluation of library effectiveness in relation to changing community needs.
3. Advises the board in library matters and keeps it informed of relevant issues and developments at the regional, state, and national level. Attends all Board meetings, reports on library activities and important issues, participates actively in discussion and contributes ideas, and suggestions during the decision-making process. Shares Board decisions with staff.
4. Makes policy recommendations to the Board. Implements and interprets policies adopted by it. Policies should include, but not necessarily be limited to, collection development, personnel, use of library facility, and circulation of materials.
5. Has responsibility for budget management including initial preparation of annual budget, recommendations for Board approval, and participation in presentation to municipal officials. Oversees the expenditure of funds and maintenance of financial records. Prepares warrants for bill payment and payroll.
6. Selects, trains, supervises, and evaluates personnel annually.
7. Responsible for the care and maintenance of library buildings and grounds.
8. Serves as the library's liaison with municipal government and the community in general. Speaks before groups and boards to promote library services. Works cooperatively with The Friends of the Orange Public Libraries.
9. Monitors local, state, and federal laws and regulations applicable to library operations and takes action to ensure compliance as appropriate. Prepares the annual state aid reports, annual report information statistics (ARIS), financial report, and annual Town Report.
10. Creates a positive and welcoming environment for staff, patrons, and the public at both Wheeler Memorial and Moore-Leland Libraries.

11. Engages in the wider library community.
12. Other duties as required.

**Knowledge, Skills, and Abilities**

1. Ability to work effectively with staff, patrons, town officials, Board, vendors, and public.
2. Ability to speak and write effectively and clearly.
3. Ability to plan and manage workload, meet deadlines, attend to detail, and complete quality work.
4. Leadership ability and a high degree of motivation, initiative, and resourcefulness.
5. Ability to exercise independent judgment in decision-making.
6. Intellectual curiosity and an appreciation of libraries.
7. General knowledge of library principles and practices.
8. Proficient with technology.

