TOWN OF LEDYARD
741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: Director of Libraries

II. NATURE OF EMPLOYMENT:

   Hours/Per Week: 40
   Salary Range: $70,000 - $80,000 annually

   A. Permanent  X*
   B. Full-time  X
   C. Seasonal
   D. Temporary
   E. Part-time
   F. Benefits Full

* Mayoral appointment

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS: March 7, 2022

V. WHOM TO CONTACT:
   A. FOR APPLICATION FORM
      Ledyardct.org
   B. FOR RETURNING APPLICATIONS
      Mayor’s Office or email

VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources

VII. POSTING DATE: February 15, 2022

Qualified disabled persons who, with reasonable accommodations, can perform the essential functions of the job in question are invited to apply.

Not valid unless signed by the individuals below:

Approved by: __________________________
              Director of Human Resources

Approved by: __________________________
              Director of Finance
TOWN OF LEDYARD
LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES:

Plan, organize and administer a comprehensive community library program; oversee the care and maintenance of the library buildings, equipment and facilities; perform managerial duties related to personnel, budget, collection development and library operations; and formulate library policies and program recommendations for action by the Library Commission.

SUPERVISION RECEIVED:

Receives general direction from the Library Commission and functional direction from the Mayor.

SUPERVISION EXERCISED:

Provides general and functional supervision to professional, paraprofessional and clerical library staff.

ESSENTIAL JOB FUNCTIONS:

- Administer, supervise and perform library services in the areas of reference, children’s services, circulation, administration, acquisitions, events and facilities management.
- Provide supervision and delegate responsibilities to the library staff.
- Research information for Library Commission review, and implement and administer Commission policies.
- Perform near term and long-range planning for development of library services.
- Analyze interests, needs and cultural expectations of the community.
- Develop, maintain and expand a collection of materials, programs and services of the library according to the conceived needs of the community.
- Plan and implement procedures to augment library goals and services through cooperation with community educational, cultural and civic organizations.
- Develop resource materials for town departments.
- Interact with school media staff to assure availability of supplementary educational materials.
- Develop and/or approves displays and special functions, such as book reviews, lectures and instructional activities to extend library services into the community.
- Read professional journals and other sources for book and periodical information, and selects or approves selection of books and materials by members of staff.
- Recruit and recommend employment, promotion and disciplinary actions to the Mayor.
- Provide training and career development programs to employees.
- Analyze procedures and methods of delivery of library services.
- Develop system improvements as needed, including updating of automated record keeping and retrieval systems.
- Prepare budget and program recommendations for Library Commission action.
- Administer adopted library budget.
• Oversee the collection and accounting of all incoming funds, including fees, fines, donations, and state funds.
• Prepare monthly narrative and statistical reports for the Library Commission and the Mayor.
• Prepare statistical reports for the state library upon request.

ADDITIONAL DUTIES:

• Participate in regional and state library cooperative programs.
• Promote and maintains effective relationships between staff and patrons.
• Perform routine library duties, including desk coverage, reference work, delivery of materials to and from branch as needed.
• Participate in professional library organizations on local, regional, state, New England and national levels, and attends other professional conferences and workshops to remain current on developments and advancements in Library Science, public administration and training.
• Other duties as required.

*****The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position. ****

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability:
• Thorough knowledge of the principles and practices of public library functions
• Thorough knowledge of the principles and practices of public administration as applied to the public library and the use of computers
• Ability in oral and written communication
• Ability to administer the activities of a public library and to supervise the work of others
• Ability to develop short and long term development and operations plans and programs
• Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public
• A valid motor vehicle operator’s license.

Education, Experience and Training:
A Master’s Degree in Library Science from an accredited college or university, plus four years of progressively responsible library administration experience including at least 2-3 years in a supervisory capacity or equivalent.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to: talk, sit, bend, stoop or crouch, bend, twist, use hands, fingers, wrists or perform repetitive motion; handle/feel objects or controls, and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, lift and/or move up to 25 pounds. Must maintain continuous visual acuity including close vision and ability to focus, and hand-eye coordination. Employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and coworkers in everyday stressful and emergency situations.

****This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. ****

Adopted at Ledyard Town Council meeting on December 13, 2017

Linda Davis, Chairman

Rev 06/2017