

Position Description

rev. 5/23

Position title: Library Director
Position status: Exempt
Reports to: Board of Trustees
direct reports: 12+ staff

Organization Summary:

Incorporated private not-for-profit library serving the greater Barre Vermont community. Established in 1907, the library serves a community of over 17,000 people with an annual budget of \$700,000 on average. Our Mission is to inspire the joy of reading, promote life-long learning, and strengthen community.

Position Summary:

The director leads the organization to actualize its mission, serving as a keystone partner in the greater Barre community. The director ensures that through its collections, programming, use of space, and outreach, the library remains a fundamental strategic community partner, as well as a welcoming and trusted resource for the community at large. The director is considered the face of the library, working closely and collaboratively with partner organizations to ensure that its services remain relevant, innovative, and in alignment with the changing needs of the community.

Working within the scope established by the Aldrich Library Board of Trustees, the director plans and oversees the successful implementation of daily operations in alignment with the mission and strategic plan. These operations include the strategic and tactical management of collections and program content, financial operations, people (both staff and customer relations), community outreach and public facing partnerships, the oversight of the physical space, IT/technology, and general systems operations.

Essential Functions of the job:

1. Leadership:

- In alignment with the library's mission and strategic direction, provides overall leadership that serves the interests of the both the library and the greater Barre community.
- Establishes credibility throughout the organization and the greater community as an effective partner and developer of solutions to business challenges in relation to the greater community.
- Models a success-oriented, accountable environment within the library. Maintains a high level of visibility to staff, users, and community partners.
- Works within the scope of priorities identified by the board of trustees. Routinely reports to the board, providing insight, expertise, and operational updates in accordance with policies and practices established by the Board.

2. Community Relations and Outreach:

- Acts as the public face of the organization; serves as spokesperson and liaison to various constituencies including volunteer supporters, financial and regulatory partners, community organizations, the media, and the public.
- Presents and advocates for the library's interests in appropriate community forums. Collaborates with community groups in a manner that positions the library as a community resource while serving its operational best interests.
- Maintains a high awareness of the user/patron experience. Positions the library as a "community resource for all" by balancing individual user needs and wants with the shared well-being and safety of the larger community.
- Uses library space as an asset to attract community members to the library or encourage utilization in ways that support outreach and programming activities.
- Extends programming outside of the library footprint to reach individuals and communities that express or experience access barriers to the institution.

3. Funding and Financial Management:

- Under the supervision of the board of trustees, ensures that the library operates in a fiscally responsible manner. Navigates fiscal complexity in an environment of limited resources and competing priorities; accurately assesses and defines the organization's current priorities in relation to the crisis of the day.
- In partnership with the board, develops and manages annual operational and capital improvement budgets. Manages and reports on cashflow, revenues, and expenditures to the budget. Oversees payroll and manages external vendor contracts.
- Oversees financial appropriations made to the library by local town and city entities. Based on current budget estimates, configures annual appropriations requests, outlines and delivers the contextual purpose of funding requests to our town and city partners, and provides supplemental data as requested.
- Actively and routinely seeks additional funding opportunities including grant opportunities, legacy giving programs, community partnerships and resource sharing opportunities, and major donor opportunities.
- Provides support and builds ongoing relationships with library volunteer and fellowship groups. Grows opportunities to enhance community giving opportunities in terms of both time and resources.

4. Staff development in partnership with our Union representatives:

- Works with union partners to ensure that all library staff have the tools, information, and work processes necessary to do their jobs well. Partners with the board to inform the contract negotiation process and to execute its parameters in a fair and consistent manner.
- Point of contact for staff related issues, work practices, and problem resolution. Ensures that policies and procedures are up-to-date, relevant, streamlined and are clearly communicated to staff.
- Leads recruitment and skill development to match the established role with the right talent. Continuously supports and develops staff performance. Provides consistent formal and informal feedback to staff to clarify expectations while remaining responsive to issues or systems that may be getting in their way.
- Acts as conduit of information for staff to ensure they understand the mission and strategic direction of the library. Ensures that clear communication occurs at all levels of the organization to anticipate workflow issues and allow for creative problem-solving.
- Consistently and planfully works with those who fall below performance expectations. Does so in a manner that is in alignment with both the library and the union's performance management process.

5. Facility/Resource Management:

- Oversees the proper maintenance of the library's historic building and spaces to ensure their long-term structural integrity, visual appeal, and safety.
- Allocates resources appropriately to support basic facility operations as well as long term investments in physical and technological equipment and advanced operational systems.
- Ensures that facility contracts and vendor services are suitably vetted and competitive.
- Creates and maintains emergency response plans for emergent and long-term events that affect the physical operations of the library.

6. Collection and Program Management:

- Planfully develops and modifies print and digital collections, including the selection, organization, maintenance, preservation, withdrawal, and disposal of materials. In partnership with librarians, evaluates and refreshes library inventory at regular intervals.

- Continuously researches and analyzes community trends and user feedback in relation to the accessibility and content of each collection. Explores non-traditional collection development including local and specialty collections. Stays abreast of emerging trends in library resources.
- Seeks to maintain “whole” or well-balanced collections; collections that represent a diversity of ideas, information, and insights, such that each patron may find their “place” in the collection.
- Maintains knowledge of library technologies and implements technological advances. Develops, manages, and troubleshoots library technology and services. Oversees the planning and implementation of emerging technologies.
- Creates and maintains programs that enhance the collections and attract users. Ensures that programs are accessible, welcoming, and relevant to user. Coordinates space and resources to ensure that programs are interactive and encourage further library exploration.
- Positions librarians as a trusted customer-centered resource to assist in the curation/navigation of the collection based on the unique needs and desires of users.

Competencies required to complete Essential Functions:

Strategic Leadership

- With the strategic plan in mind, narrates a credible vision of the future and links it to the present with clear and attainable action steps.
- Applies knowledge of industry and organization culture when planning short and long-term goals.
- Clearly articulates action-steps to staff in a manner that encourages trust and forward movement.
- Inspires others by building smooth working collaborations at all levels of the organization.
- Leads staff using standards of fairness, unbiased decision-making, while considering factors of inclusion and the needs of staff with diverse interests and experiences.

Communication

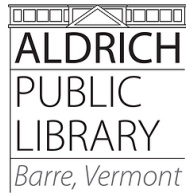
- Articulates leadership direction specific to needs of the audience.
- Delivers full spectrum communication including intension, goal, deliverables, plan of action and follow-up.
- Uses inquiry to clarify issues, resolve problems, improve systems, and grow cross departmental understanding.
- Communicates with clarity, empathy, integrity, deliberation, and authenticity.
- Presents and leads public conversations in a dynamic, and compelling manner.

Decision Quality

- Makes good decisions based on analysis, wisdom, experience, and historical judgement.
- Uses empathy, active listening, and critical thinking in an unbiased way to gather data before implementing decisions.
- Demonstrates decision agility, balancing speed with intentionality; operational factors with overarching vision, to make the best decisions possible.

Interpersonal Savvy

- Uses professionalism, diplomacy, and tact to create trust and build constructive relationships.
- Diffuses high tension situations comfortably.
- Balances substance with rapport.
- Actively attends to the tone/mood/energy of the room. Adjusts accordingly.



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rev. 5/23

Other S/K/A's

- Ability to move rapidly between strategic objectives and tactical decision-making around project implementation.
- Prioritize and process multiple priorities, maintain composure under stress, and communicate decisions in a timely manner.
- Understand, communicate, and interpret difficult financial, operational, and compliance related concepts and/or work-related documents. Understand and utilize financial reports and data to ensure the organization remains on a strong financial footing.
- Maintain a high measure of confidentiality regarding conversations, plans, records, and other information relating to business operations.
- Broad-based technical knowledge with the ability to apply information technology management practices into library systems.

Education/Experience:

- At least 5 years of library or publicly facing not-for-profit leadership experience.
- Experience working with a Board of Trustees and demonstrated experience managing a public facing organization with an eye to leadership strategy and community relationship building.
- Well-honed experience with long range planning and daily tactical decision-making in the areas of operations, people, and financial management.
- A master's degree in library science (MLIS) or certification in Public Librarianship preferred. We will consider candidates with transferrable advanced training in not-for-profit management or related areas.
- Candidates with at least 2 years direct management experience working within a library system preferred.

Physical requirements:

Work is usually performed in the physical space in a standard office environment with frequent travel between internal work locations. Occasional weekend/evening work and/or travel may be necessary. Must have physical dexterity necessary to operate standard office equipment. Position requires limited movement for long periods (whether sitting or standing) generally oriented around a desk. Some remote work flexibility may be considered.