



# **Town of New Milford Personnel Department**

10 Main Street, New Milford, CT 06776  
Telephone (860)-355-6089 – Fax (860) 355-6031

## **NEW MILFORD PUBLIC LIBRARY**

### **LIBRARY DIRECTOR**

#### **JOB SUMMARY**

Department: Public Library  
Schedule: Full-time, including evenings and weekends  
Employment Status: Exempt, salaried library director  
Salary: \$90,000 - \$100,000

#### **GENERAL STATEMENT OF DUTIES**

- Commitment to the mission and philosophy of public library serviced.
- Excellent leadership skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively with library trustees, elected officials and community groups.
- Ability to supervise and motivate library staff and volunteers.
- Primary responsibility for the total operation of the New Milford Public Library.
- Administers library policies as established by the Library Board of Trustees.

#### **SUPERVISION RECEIVED**

- Reports to the Library Board of Trustees and the Mayor.
- An annual evaluation is performed by the Library Board of Trustees a copy of which is submitted to the Mayor's Office.

#### **SUPERVISION EXERCISED**

- Supervises, directly or indirectly, all library employees.

#### **RESPONSIBILITIES AND DUTIES**

##### **Planning and policy making**

Conducts an ongoing planning process. Assesses community needs and implements library service programs to meet those needs. Evaluates developments in the library profession and in the technology areas as they relate to library functions. Works with the Personnel Committee to formulate policies governing the library and present them to the Library Board of Trustees for approval. The Director will be responsible for making sure that both policies and procedures are kept up to date.

##### **Fiscal management**

Working closely with the Board of Trustees, directs, prepares and administers the annual budget based on established goals. Administers the budget to ensure cost efficiency and controls expenditures to stay within the appropriation level. Presents and defends the budget to Town funding authorities. Actively pursues supplemental sources of funding through corporate/local business grants, state agencies and foundations.

##### **Personnel management**

Formulates and administers a comprehensive personnel plan for the effective utilization of staff and volunteers in the delivery of library service. Manages and coordinates staff functions. Directly supervises department heads and reviews evaluations of all personnel. Administers wages. Provides leadership in effective working relationships and communication. Ensures high productivity and quality public service. Encourages initiative and creativity.

#### **Library program management**

Directs the daily operation of the library to ensure the highest quality services and resource utilization to maximize the effectiveness of budget allocation. Coordinates departmental activities and planning and authorizes the implementation of approved recommendations. Supervises the selection and weeding of all library materials. Acts as a liaison between staff and Board. Represents the library at Town department head meetings and municipal functions. Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees and the State of Connecticut.

#### **Property management**

Recognizing that the Library is a Town building works closely with the Department of Public Works in supervising the day-to-day operation of the physical plant.

#### **Public relations**

Establishes and conducts comprehensive public relations programs which engender good will and promote the library and its services to the community. Acts as a liaison between the library and the FRIENDS of the Library.

#### **Board of Trustees/Committee participation**

The Library Director informs the Board of Trustees of all relevant library business. As an ex-officio member of the Board, the Library Director:

Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.

Provides professional expertise and guidance to the Board including but not limited to presenting information on pertinent legislation, from local, state and federal agencies, discussing trends in library technology, funding, and management wherever possible.

Serves as ex-officio member on appropriate Board committees. Plays an active role in strategic planning for library modernization and interacts as appropriate with such consultants as the Board of Trustees may engage to provide guidance in the modernization of the Library facility.

#### **Town participation**

Participates as a Town-level Department Head. Attends meetings devoted to Town policies and procedures. Ensures consistency between Town and Library policy and procedures.

#### **Professional activities**

Participates in professional activities at the regional, state and national level to remain informed about current issues and practices in the field and to further the overall interests of the Library.

### **REQUIREMENTS AND QUALIFICATION**

#### **Knowledge and skills**

A thorough knowledge of principles and practices of modern library science and organization; a working knowledge of automated library operations and technology used to implement library services; excellent interpersonal and communication skills with considerable ability to deal with the public.

Ability to work under demanding deadlines and to change priorities as needed to meet those deadlines.

Ability to sit at a desk and work continuously for extended periods of time while performing job functions.

Ability to lift and carry documents, oftentimes off site, and other office equipment weighing up to 20 pounds.

Ability to attend numerous and extended night meetings during the year.

**Education and experience**

Completion of an accredited master's degree program in library science with a minimum of five years professional experience with demonstrated managerial expertise (public library preferred).

**Related duties**

Performs related duties as required.

*Approved by Library Board of Trustees: 1/20/16  
Updated 03/24/2023*