

## **Library Director—Wolfeboro Public Library Wolfeboro New Hampshire**

**Description:** The Wolfeboro Public Library invites you to become a member of its energetic and dedicated team as the next Library Director. Working in a beautiful new library with a town population of 6,500 vibrant, diverse residents and 30,000 seasonal visitors, an eight-member governing Board of Trustees, a stellar staff, and strong Friends of the Library and Library Foundation organizations, the new Director will have a track record of success and continue to provide exciting, essential library services and programs for the community. The successful candidate will provide inspirational leadership, communication and interpersonal skills, display expertise in technology and finance, have the experience and skill to plan and implement new services and effectively provide the face and voice of the library to its many constituents.

**Required qualifications:** Master of Library Science, 3-5 years of library admin and supervisory experience or equivalent combination of education and work experience.

**Salary range:** \$60,000-\$85,000 commensurate with qualifications and experience. The position is full time, salaried and includes a generous benefits package.

**Applications:** Email a PDF that includes resume and cover letter to [director-search@wolfeboropubliclibrary.org](mailto:director-search@wolfeboropubliclibrary.org) by October 15 at 5:00pm.

The Wolfeboro Public Library is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, sex, national origin, disability, sexual orientation or age.

Wolfeboro Public Library  
Position Description

**Position:** Library Director

**Job Summary:** The Library Director is responsible for planning, organizing and managing all library services. Ensures the daily operations of the library are performed in a satisfactory manner, meeting the needs of the patrons and the goals of the Board of Trustees.

**Reports to:** Board of Trustees

**Classification:** Exempt

**Job Environment:** Work consists of varied work assignment, the majority of which are non-standardized tasks, procedures and techniques, requiring evaluation and analysis on the part of the incumbent. Problem solving with patrons may require considerable creativity and initiative. Errors can result in delays, loss of service, and/or monetary loss. Incumbent has frequent contact with the public.

**Essential Functions:**

- Works with the Board of Trustees and library staff to provide efficient and effective library services for the community.
- Administers all aspects of library operation including personnel selection and supervision, creation and maintenance of annual budget, collection development and maintenance, facilities management, programming, public services, technology, and preparation of statistical and financial reports for Trustees' meetings and other meetings.
- Oversees and monitors staffing levels and handles personnel management functions such as hiring, training, evaluating, disciplining, and terminating.
- Responsible for strategic and long-range planning for library services, ensuring all federal, state, and local guidelines are met, and leads staff in the implementation of plans. Manages the development and implementation of library short- and long-term goals and objectives.
- Fosters and maintains positive community relations through publicity, library sponsored special events, community events, professional meetings, and other opportunities.
- Ensures a wide variety of programs and activities are offered, and that said programs are promoted and publicized for maximum attendance. Works with Assistant Director to measure and evaluate services and programs.
- Works with the Trustees to create and maintain appropriate policies with regard to library operations and personnel management. Interprets and explains policies and procedures to the public.
- Responds to inquiries involving library related matters, negotiates and resolves complex, sensitive and/or controversial issues and complaints.
- Ensures library automation and technology meets current and future needs. Works with Library IT Coordinator to determine necessary upgrades.

- Provides back-up at the circulation desk and answers reference questions as required.
- Acts as liaison to Library Foundation and Friends of the Library representing library interests, attending meetings, and assisting with fund raising activities.
- Maintains involvement in professional organizations and stays informed of laws and regulations governing or impacting library activities, and professional issues and trends, including managerial, financial, political, and personnel issues.
- Represents the library at professional workshops, conferences, town meetings, Trustee meetings, and Foundation and Friends of the Library meetings and events.

**Education:**

- Master's Degree in Library Science and/or the equivalent education and experience.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of the principles, practices, and ethics of professional library work.
- Knowledge of facilities and operations management including administration, finance, and personnel.
- Sound knowledge of the Library organizational systems.
- Working knowledge of English grammar, spelling, and basic math, including the ability to alphabetize and file.
- Proficiency in automated computer systems, particularly library management systems, appropriate office software products, Internet use, financial planning, personnel tracking and administration.
- Strong planning, organizational, problem-solving, and interpersonal skills, including a strong ability to communicate clearly, both in writing and verbally. Excellent telephone skills.
- Strong leadership skills with the ability to effectively supervise staff and volunteers.
- Ability to establish and maintain working relationships with organizations, departments and officials, and the general public.
- Ability to set priorities and work with frequent interruptions.
- Ability to work under pressure and perform detail-oriented duties accurately.
- Ability to maintain confidentiality.
- Ability to perform the physical activities associated with the job.
- Able to work a flexible schedule, including nights and weekends.

**Physical and Mental Requirements**

- Ability to stand for extended periods of time.
- Ability to reach overhead, use hands, fingers, bend, stoop and kneel.
- Ability to lift and carry materials weighing 30-50 pounds.
- Ability to operate a wheeled book cart weighing up to 140 pounds when fully loaded.
- Ability to perform tasks with frequent interruptions.
- Ability to operate computers and associated library systems.
- Ability to work as a member of a team.