

Nature of Work

This is professional work responsible for the operation and services provided by the Thomas Memorial Library.

Responsibility and Supervisory Relationships

The Library Director is responsible for providing leadership for all aspects of the functioning of the Thomas Memorial Library. This includes providing strategic direction, long range planning, fiscal administration, professional staffing, policy development, policy implementation, evaluation of services, and other related activities to ensure the effective daily operation of the library and its place in the community as a welcoming center for learning and the exchange of ideas.

The library director directs other librarians and staff who are assigned to specific responsibilities. Personnel management focuses on the motivation of courteous, responsive services to library patrons by all staff members. The library director performs related work as required.

The Thomas Memorial Library is a municipal department of the Town of Cape Elizabeth, Maine. The library director reports to the town manager who reports to the town council. The library has an advisory board of trustees appointed by the town council for staggered terms. The library also benefits from a private independent foundation. The library director attends all meetings of the Thomas Memorial Library Trustees and of municipal department heads. The director works closely with other department heads coordinating issues and projects that require each other's services. The library director attends town council meetings when library specific issues are on the agenda.

Abilities, Skills & Knowledge Required

Critical skills are:

- Energy, vision, enthusiasm, creativity, initiative, friendliness, and a commitment to excellence in service to patrons
- A demonstrated respect and appreciation for patrons of all ages;
- thorough knowledge of the current and emerging professional practices, procedures, and techniques of library science and library administration for all areas of the library;
- thorough knowledge of the educational and programmatic development of a library;
- experience in all aspects of the operations and development of a library, including formation and implementation of policies and objectives;
- experience in budget preparation and administration and fund development;
- the ability to speak and advocate effectively before groups, organizing ideas and information for maximum benefit of the audience;
- the ability to recruit, supervise, train, motivate, and evaluate library employees who are dedicated to the culture and service program of the library;
- broad cultural knowledge of resources and readers' interests and needs;
- excellent oral and written communications skills;
- ability to provide library services to all members of the community;
- ability to balance multifaceted job responsibilities in a busy environment;
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Experience & Training

A Master's Degree in Library Science from an American Library Association accredited college or university and substantial experience in the operation of a library, including internal administrative and

developmental activities, are minimum requirements for this position. Knowledge of both traditional and technology-based resources and of networks and the- and online resources is required. The library director shall also demonstrate a commitment to continuing professional development.

Examples of Work (illustrative only)

- prepares and implements an annual budget
- provides an overview of the proposed budget to the town council
- develops a long range plan of capital needs
- updates the trustees on library use statistics and solicits their views on library programming and collection
- plans and oversees library technology requirements drawing assistance from the town/school technology director
- provides maintenance requests to the facilities director and gives feedback on building maintenance issues
- Directs maintenance and development of the library collection;
- organizes services and staffing necessary for the operation of the library;
- develops innovative new programs and activities to promote optimal use of the library;
- provides mechanism for patron feedback evaluating library services
- conducts annual personnel evaluations
- resolves employee issues and builds a team approach to service delivery
- develops and implements a plan for staff professional development
- recommends pay levels to the town manager
- develops a plan to enhance knowledge of the library in the community
- provides assistance upon request to the Thomas Memorial Library Foundation as their principal contact within the library
- Liaises with community organizations that work to assist the library
- participates in regional library organizations
- coordinates library programs with outside organizations, such as area schools and the Cape Elizabeth Historical Preservation Society.

Physical Requirements

Constantly -2/3 or more of the time

Vision and Fine dexterity

Frequently – 1/3 to 2/3 of the time

Standing, walking, reaching, pushing/pulling, hearing, twisting and talking

Occasionally – Up to 1/3 of the time

Lifting up to 20 lbs. carrying, sitting, handling, kneeling, climbing, bending, crouching, and balancing