

# Grafton Community Library

## Library Director

### Job Description

The director is responsible for the management of all library functions. He/she exercises independent judgment and authority in directing the staff and volunteers, carrying out Board policies, managing the library facility, overseeing the budget, developing the library's collections and services, and promoting them to the community. The director is supervised by the Board of Trustees.

### Responsibilities

- Is responsible for the administration and day-to-day management of the library; performs/oversees routine library tasks including check-in, check-out, shelving, overdue notices, circulation count, records; assists patrons in using library tools, online databases, software and online catalog
- Administers policies established by the Board, makes policy recommendations to the Board, and participates in the Board's periodic review of library policies
- Recruits, hires, trains, supervises and evaluates staff and volunteers
- Is responsible for collection development, selection, ordering, maintenance, weeding and marketing of materials in the collection
- Participates in budget development with the Board finance committee
- Makes purchases in accordance with the operating budget, verifies charges and resolves any errors with vendors, and forwards invoices/bills and checks/other income to the bookkeeper
- Serves as the principal channel of communication between staff and the Board of Trustees
- Attends all monthly and ad hoc meetings of the Board of Trustees and advises the Board on matters relating to library operation; collaborates with the Trustees in presenting library matters to the Town Board and other agencies; represents the library at UHLS, regional and state library meetings
- Submits concise written reports bimonthly pertaining to library activity and statistics to the Board at least three days prior to every scheduled board meeting; submits other reports as needed, such as the NYS Annual Report
- Assists the Board in long-range planning; ensures that the objectives and goals of the long-range plan are reflected in the daily operation of the library; collects data needed to measure the success of the long-range plan
- Is responsible for the physical integrity and orderliness of library property, maintenance and troubleshooting of library equipment, and the management of routine building maintenance
- Is responsible for the accuracy, completeness and accessibility of library records
- Maintains close contact with Upper Hudson Library System personnel
- Develops and maintains an active calendar of programs and special events to meet community needs; assumes responsibility for programming for patrons of all ages
- Works with the Board to regularly evaluate the effectiveness of services and programs in relation to the needs of the community

- Keeps Board and community informed of library projects and programs using both print and non-print media, such as fliers, signage, press releases, email, website, social media, etc.
- Maintains the library website
- Seeks out grant opportunities, assists with grant applications and administers grants
- Maintains awareness of library issues and trends and participates in professional development, including attending conferences, workshops, etc. and relates pertinent information to Board of Trustees

Adopted October 2011

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