

# City of Claremont, New Hampshire

## Position Description

**Position Title:** Library Director  
**Reports to:** City Manager  
**Department:** Library  
**FLSA Status:** Exempt

**Union/Merit:** Merit  
**Grade Level-Points:** 11 - 781  
**Revised/Updated:** 04/10/05

### Job Summary

Incumbent manages the Library with responsibility for directing all library operations, recommending and implementing library policy, and developing the library's collection and services including the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, planning, and direction and administration of library activities. Incumbent works with the Library Trustees to develop the annual budget for city manager and city council approval. Develops and establishes goals, objectives, priorities, and strategies for the library. Attends friends of the library meetings' and trustees' meetings and other organizational meetings which address library issues and is the "public face" of the library.

This work involves formulating objectives and programs, developing procedures, and coordinating a variety of programs to achieve a comprehensive system of library services for the community. Determining what needs to be done and how to do it requires evaluation of the latest developments in the field of library science.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works under the broad supervision of the City Manager who establishes long-range goals and objectives. Works independently on day-to-day activities; confers with the City Manager on policy review questions or to brief him or her on progress regarding various projects or programs.
2. Carries out supervisory responsibility in accordance with city policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
3. Exercises general supervision directly, over all employees in the department. Supervises and directs the work of the department staff; assigns work, monitors and evaluates performance; provides training and staff development; directs the operations of the department in order to insure the efficient and effective accomplishment of objectives; schedules and monitors workload of staff to insure timely completion of assigned projects.
4. Plans and implements department goals, objectives, and strategies, based upon the needs of the City as expressed by the City Manager goals and policies.

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5. Consults with the City Manager on all policy matters; keeps Manager informed on key issues and progress toward objectives and to gain support and approval; makes recommendations to assist management in making needed improvements.
6. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for each department.
7. Prepares and presents agenda items on behalf of the department at City Council meetings.
8. Prepares operating budget for the department, including accomplishments, workload measurements, management goals; prepares work program for the Department. Monitors expenditures and revenues to ensure appropriated budget is maintained.
9. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to City Manager, elected officials, and others.
10. Manages the overall operations of the library to ensure the effective and efficient operation of the library.
11. Directs the development and maintenance of a public library collection of books, periodicals, books on tape, DVD's ,VCR tapes and a variety of other library materials.
12. Works closely with the Assistant City Librarian/Adult Services Librarian and other staff to implement programs, book discussions, and other programs.
13. Supervises maintenance of library building, equipment, and furnishings.
14. Provides reference and reader's advisory services to patrons as needed.
15. Performs other related responsibilities as necessary such as circulation.
16. Responds orally and in writing to patron issues, problems, or complaints regarding library policies and services.
17. Maintains staff, vacation, payroll and sick leave records.
18. Attends trustee board meetings and friends of the library meetings and prepares reports as requested.

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19. Works closely with Friends of the Library to carry out annual membership drive, book and bake sale and in-house bookstore.
20. Prepares and makes library bank and city deposits as needed.
21. Ensures that the library maintains current technology
22. Seeks and writes grants.
23. Prepares annual bids for library maintenance and other projects.
24. Schedules Claremont Conference Center and library's S. Gilmore Room.
25. Serves as spokesperson for the Library, giving speeches and presentations to local community groups, City Boards and departments. Coordinates activities with school libraries. Participates in activities of professional associations. Publicizes library activities through press releases, flyers, posters, and newspaper articles. Keeps apprised of developments in the library field.
26. Maintains active membership in professional organizations and in cooperative regional services.
27. Performs other related duties as assigned.

### **Peripheral Duties**

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Master's degree in Library/Information Science accredited by the American Library Association; five (5) or more years of progressive responsible experience, including experience in a supervisory or administrative capacity; *or*, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

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### *Necessary Knowledge, Skills and Abilities:*

#### Knowledge of:

- Principles and practices of supervision, management, materials selection, reference services, and cataloging.
- Professional library theories, issues, and trends.
- Public library principles, materials, practices, and organization.
- Professional library publications and literature of librarianship.
- Leadership styles and skills.
- Library design and construction.
- Program evaluation and policy analysis principles and techniques.
- Techniques and methods of budget development and financial management.
- Legal issues relating to library services.
- Collection development principles and practices.
- Library automation and technology.
- Methods and techniques of research, statistical analysis and report presentation.
- The principles and practices of accounting and budgeting.
- The principles and practices of management, administration and supervision.
- Computer usage and applications.
- The methods and techniques of research, statistical analysis and report presentation.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

#### Ability to:

- Use tact, discretion, initiative and independent judgment within established guidelines.
- Research, compile, and summarize a variety of informational and statistical data and materials.
- Organize work, set priorities, meet critical deadlines, and follow up assignments.
- Plan, manage, and direct the operations of a public library.
- Establish operational goals, objectives, priorities, and strategies.
- Plan, organize, assign, direct, review and evaluate the work of staff.
- Prepare clear and concise reports, correspondence and other written materials.
- Preparing reports on library activities.
- Developing and writing policies and procedures.
- Analyzing and evaluating library services.
- Plan, organize, and evaluate the work activities of department personnel.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.

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- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Speak effectively before public groups and respond to questions.
- Operate with multiple deadlines and competing demands.

### **Skill in:**

- Supervising and directing the work of others.
- Selecting and motivating staff and providing for their training and professional development.
- Making oral presentations before groups of people.
- Preparing and monitoring budgets.
- Planning and conducting special projects.
- The use of the tools and equipment listed below.

### **Supervision Received**

Works under the broad policy guidance and direction of the City Manager.

### **Supervision Exercised**

Supervision is exercised over ten (10) professional, technical, clerical and custodial employees.

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Licensing & Certification**

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

### **Tools & Equipment Used**

Personal computer including Microsoft Office software, accounting software, document printers, micro fiche, telephone, typewriter, calculator, copy machine, and fax machine and associated office equipment.

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

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**Typical Controls & Equipment:** Personal computer including Microsoft Office software, accounting software, document printers, telephone, typewriter, calculator, copy machine, and fax machine and associated office equipment.

**Typical Work Environment:** Inside: 95% Outside: 5%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically moderately quiet. The incumbent's working time may require weekend/evening hours. The incumbent must work in summer heat without air conditioning.

In the summer months with doors and windows open the noise level from the streets can become very loud. Since doors and windows are open, there is a daily accumulation of additional dust and dirt in the library. Also, during periods of heavy activity the noise level can be loud.

### Physical Activity Requirements

#### Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Not required
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<u>CARRY up to 10 lbs.:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Not required
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<u>REACH above shoulder height:</u>	Frequently required
<u>REACH at shoulder height:</u>	Frequently required

#### Other Physical Considerations

<u>Twisting:</u>	Frequently required
<u>Bending:</u>	Frequently required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Frequently required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Occasionally required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required

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REACH below shoulder height: Frequently required

Fingering: Frequently required

PUSH/PULL: Frequently required

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## During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

## Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and information.

Sight: Necessary for performing job effectively and correctly.

Tasting & Smelling: Not required for the performance of the functions of this position.

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