

Executive Director, Brainerd Memorial Library

Job Description

Description of Duties: The Executive Director works under the direction of the governing Board of Trustees and is responsible for all aspects of library operations and functions. The Executive Director advocates for the library at the local level, meets the requirements of the Board, complies with all applicable laws and regulations, and meets the needs of the community and staff. The candidate should have in-depth knowledge of current issues affecting library services, a strong vision to guide the staff and Board members, and the ability to communicate and advocate effectively with the community and stakeholders.

About the Position:

Board Relations: The Executive Director shall administer and execute policies adopted by the Board; prepare regular monthly reports and apprise the Board of significant activities, events, problems, and concerns of the Library; evaluate the effectiveness of Library services necessary to meet the changing needs of the community and develop plans to meet those needs; formulate and recommend policies for Board approval and inform the Board of Library initiatives; maintain statistical records on Library activities; submit monthly and annual reports to the Board; attend Board meetings; and participate in all fund-raising activities.

Planning: The Executive Director shall supervise the planning and implementation of operations, programs, and activities under the general direction of the Board; evaluate future needs of Library services and the resources to meet those needs; and prepare long-range plans for the Library.

Finance: The Executive Director shall develop the annual budget in cooperation with the Board Treasurer and Finance Committee. At least annually, the Executive Director shall present to the Town Board of Selectmen and Board of Finance to ensure that the town budget allocates adequate financial resources for the Library. Capital Plan requests will be submitted to the Town as required, in consultation with the Library Finance and Building Committees.

Staffing: The Executive Director shall employ, direct, supervise and evaluate all Library staff, including volunteers, in the performance of their duties; advise the Board of any staff disciplinary issues; develop personnel policies and procedures;

provide recurring training and development opportunities for all staff; and maintain a positive working environment.

Collections: The Executive Director shall supervise the selection, acquisition, and processing of all Library materials to meet public needs within the protocols of Library selection policies and the Library budget, and shall compile, maintain, report and analyze necessary statistics.

Property and Grounds: The Executive Director shall supervise the maintenance and appearance of building interior, exterior, and grounds.

Professional Development: The Executive Director shall keep current in library trends by participating in professional and other meetings as appropriate; by membership in state and national library associations, and by networking with regional libraries.

Required skills: Master's degree in Library Science from an ALA-accredited program. At least three years of supervisory experience at an administrator, department head, or supervisory level. Strong communications and interpersonal skills. Experience with budgeting and fiscal matters; developing and implementing fundraising campaigns; writing and implementing grants.

Public and Patron Relations: The Executive Director shall advocate for and promote the Library in the community along with the staff, Board, and Friends of the Library; establish and maintain effective working relationships with community agencies, civic organizations, and the general public. The Executive Director shall effectively address patron and public input and advise the Board of such interactions, and shall respond to the needs of the community as its demography and local trends dictate. The Library has established a reputation for friendly, helpful service among its patrons and a strong, mutually respectful relationship with local government, and maintaining these two dynamics is an essential requirement of the position.

Compensation: Salary: \$75,000-\$85,000. This is a full-time position. Benefits include health insurance reimbursement; up to 5% match of IRA contributions; 20 days paid vacation; 2 personal and 6 sick leave days; paid holidays.