

Haston Library Director Job Description

Overview

The Library Director is responsible for the daily operation and administration of the library in accordance with the needs of the community and within the approved budget, and for the implementation of the Policies and Bylaws adopted by the Board of Trustees. The Director's hours may vary from week to week, and may include Saturdays. The Director runs the library independently, while being in frequent consultation with the Board of Trustees.

Hiring and Evaluation

The Library Director is hired by the Board of Trustees, and will receive an annual performance evaluation by the Board.

Essential Duties and Responsibilities

Manage day-to-day operations of the library, including, but not limited to:

1. Provide service to patrons at the circulation desk.
 - a. Check books in and out; shelve books; reserve books; process InterLibrary Loans.
 - b. Answer questions; assist in searches for materials; direct patrons to materials, resources, or web sites.
 - c. Answer the phone, and provide information or assistance as needed.
 - d. Provide patron assistance and guidance in the use of library computers.
2. Manage library resources.
 - a. Process new materials for inclusion in the collection, and repair or discard damaged materials.
 - b. Maintain an electronic catalog of library materials.
 - c. Keep an accurate count of daily activity within the library for monthly reporting.
 - d. Register new patrons and familiarize them with the library's services.
3. Hire paid staff with input from the board.
4. Train and manage paid staff.
5. Recruit, train, and manage volunteers.
6. Seek out and bring to the community diverse services and programs.
7. Develop and maintain the collection.
8. Collect statistics for required reporting and to guide effective improvements.
9. Oversee publicity for programs, special events, and fundraising.
10. Implement library policies.

Contribute to the goals and strategic plan of the library:

1. Prepare and implement a budget with the Town Clerk, Haston Library Treasurer, and Budget Committee
2. Prepare for and attend meetings.
 - a. Attend board meetings.
 - b. Prepare and distribute reports and materials for board meetings
 - c. Warn meetings in accordance with the Vermont Open Meeting Law.
 - d. Attend committee meetings as needed or at the request of the Board.
 - e. Attend Town Meeting, and Selectboard or other community organization meetings when necessary.
 - f. Prepare binders for incoming Trustees.
3. Work with the Board of Trustees to create a Strategic Plan.
4. Collaborate with other community organizations.
5. Work with the Board to create and update policies.
6. Stay informed of state and federal laws pertaining to libraries.
7. Maintain membership and participation in the Vermont Department of Libraries, Vermont Library Association, American Library Association, FLAIR (Franklin Libraries Are Indispensable Resources), Green Mountain Library Consortium, and others as seen fit.
8. Complete and submit the Annual Report to the Vermont Department of Libraries.

Minimum Knowledge, Skills, and Qualifications

1. High School Diploma
2. Broad background including library experience.
3. Vermont Certificate of Public Librarianship or willingness to attain certification within 5 years, or Master's in Library Science.
4. Appreciation and knowledge of books and periodicals.
5. Basic understanding of information resources.
6. Strong computer, written, and oral communication skills.
7. Must enjoy working with the public.
8. Must be able to multitask.

Physical Qualifications

1. Ability to use a computer for extended periods.
2. Ability to lift up to 40 pounds.
3. Ability to reach high shelves with the tools provided by the library.
4. Ability to remove snow from the steps and walkway when needed.

Haston Library Clerk Job Description

Overview

The Library Clerk will oversee the daily operation of the library when the Library Director is unavailable, and will participate in the planning and implementation of programs, events, and fundraising. The Clerk's hours may vary from week to week, and may include Saturdays. The Clerk will work under the direction and supervision of the Library Director.

Hiring and Evaluation

The Library Clerk is hired by the Library Director, with the approval of the Board of Trustees, and will receive an annual performance evaluation by the Library Director.

Essential Duties and Responsibilities

Carry out day-to-day operations of the library, including, but not limited to:

1. Provide service to patrons at the circulation desk.
 - a. Check books in and out; shelve books; reserve books; process InterLibrary Loans.
 - b. Answer questions; assist in searches for materials; direct patrons to materials, resources, or web sites.
 - c. Answer the phone, and provide information or assistance as needed.
 - d. Provide patron assistance and guidance in the use of library computers.
 - e. Register new patrons and familiarize them with the library's services.
2. Assist with managing library resources.
 - a. Process new materials for inclusion in the collection, and repair or discard damaged materials.
 - b. Maintain an electronic catalog of library materials.
 - c. Keep an accurate count of daily activity within the library for monthly reporting.
3. Assist with publicity and operation of programs, events, and fundraising.
4. Assist with recruiting, training, and managing volunteers.

Minimum Knowledge, Skills, and Qualifications

1. High School Diploma
2. Appreciation and knowledge of books and periodicals.
3. Basic understanding of information resources.
4. Computer, written, and oral communication skills.

5. Must enjoy working with the public.
6. Must be able to multitask.

Physical Qualifications

5. Ability to use a computer for extended periods.
6. Ability to lift up to 40 pounds.
7. Ability to reach high shelves with the tools provided by the library.
8. Ability to remove snow from the steps and walkway when needed.