

Director of Library, Job Description
Town of Chester Library

General: The Director is responsible for maintaining an updated and organized collection in keeping with the community's needs and interests. The director is also responsible for maintaining an efficient and customer service oriented public library. The director works closely with the Board of Trustees and community leaders in promoting the best interests of the library.

Circulation/Collection:

- Analyze circulation records
- Trouble-shoot problems with ILL's, overdue materials, SALS deliveries
- Maintain up-dated collection
 - remove out-of-date materials
 - select/order/purchase library materials (please reference "selection of materials" policy)
- Maintain materials records (purchases ordered/received)
- Organize collection
- Oversee general circulation

Administrative:

- | | |
|--------------------------|---|
| Office | Maintain financial records
Recommend/coordinate building and equipment repairs and changes |
| | Prepare annual reports
Work on grants, fund-raising and public relations
Recommend/develop library programs
Maintain pleasant and practical library environment
Attend SALS meetings and work within their guidelines
Attend professional workshops
Attend Board, Town and Friends' meetings
Work with the community as needed |
| Computer
as practical | Keep computers up-dated and maintained
Remain informed of the latest technologies and implement |
| Staff
actions | Training and directing of staff
Recommend appointments, promotions and disciplinary

Coordinate volunteer schedules and duties
Conduct periodic staff meetings |

Responsibilities to Patrons:

- Answer reference questions and assist as needed
- Assess community needs and interests
- Instruct and assist on computers as time allows
- Develop education and general interest programs/themed library environment
- Obtain materials requests if possible

This resolution will change the Director of Library, Job Description, Town of Chester Library to read as follows:

Responsibilities to Board of Trustees:

- Assist in developing policies; implement as directed by the Board
- Prepare regular updates
- Act as technical advisor at Board meetings
- Assist with fund-raising and public relations projects
- Prepare budget with finance committee
- Work closely with personnel committee on staffing issues
- Assist with endowment administration

Adopted by the Board of Trustees
April 22, 2008