

Job: Library Director

Department: Library

Reports To: Board of Trustees

FLSA Status: Exempt

Prepared Date: April 18, 2023

Approved Date:

About the Library:

The Town of Shelburne is seeking to hire a full-time Library Director. The Pierson Library is dedicated to providing a welcoming public space that inspires learning, advances knowledge, enriches lives and encourages lifelong learning. We live by our mission: *Learning | Gathering | Celebrating Community*.

The Library is housed in a new, award-winning contemporary building that was designed to evolve from offering only print media (books, magazines, newspapers) to also providing digital media, educational and artistic programming, and gathering spaces for its patrons.

Since the building opened, the Library has enjoyed significant steady growth in usage as a result of an ambitious strategic plan that has been executed under the leadership of the Director.

The Pierson Library is located in the heart of Shelburne Village. Shelburne is a beautiful, welcoming town nestled on the shores of beautiful Lake Champlain. It is a suburb of Vermont's largest city, Burlington. Shelburne is home to the renowned Shelburne Farms, Shelburne Museum, Shelburne Vineyards, and Vermont Teddy Bear Company. There is easy access to sailing, kayaking, fishing, cross country skiing, cycling, and hiking. Shelburne is a vibrant community with an excellent school system. The University of Vermont and UVM Medical Center are a short distance away.

Responsibilities

The Director will provide strategic leadership for the Library and manage a dedicated and experienced staff.

In partnership with the Library's Board of Trustees, the Director is responsible for executing and evolving the Library's Strategic Plan and successfully meeting or exceeding its annual goals. Success requires data-driven decision making that is

responsive to the Trustees' direction, patrons' needs and wants, and the staff's talents and skills.

This position includes responsibility for administration, staff supervision and development, budget management, programming, and collections and technology development. A focus on community outreach, customer service, community leadership, and continued professional development is expected.

Qualifications

A Master's Degree in Library Science or a related field, with at least three years of experience in library operations, budgeting, and employee supervision is preferred, or an equivalent combination of education and experience. A commitment to promoting diversity, equity and inclusion is a requirement.

The ideal candidate will be able to demonstrate specific experience in strategically growing organizations and leading and developing successful teams. In addition, candidates must be able to demonstrate administrative skills managing library functions, customer service skills, experience in facilities management, and proficiency with library technology.

The Library Director reports to the Pierson Library Board of Trustees. The Director also consults with the Town Manager and Selectboard as required, especially with regard to the Library's annual budget process. The position requires flexible hours in order to observe the Library during all hours of public operation, and to attend Board meetings and other Town functions as necessary.

The Library Director will promote a safe, respectful, and collaborative team culture through positive role modeling and strong communications skills.

How to Apply:

To apply, please submit a letter of interest and resume to PiersonLibraryVT@gmail.com. Applications will be accepted until the position is filled.

The section below describes some specific responsibilities for this position. These responsibilities are subject to change as the Library's Strategic Plan evolves under the leadership of the Director and the Board of Trustees.

Strategic Leadership: Participate in the development of the 3-year Strategic Plan with the Board of Trustees. Execute key planning tasks related to the Library, including collecting and analyzing data gained through research, focus groups, and surveys. Establish measurable goals for each employee and ensure that their goals support the long-range objectives of the library.

Staff and Professional Development: Develop an effective team of staff and volunteers, including hiring, training, prioritizing, scheduling, and supervising work. Mentor and provide staff training and development through internal and external opportunities.

Participate in continuing education opportunities. Maintain knowledge of new developments in the library profession, including technological advances. Facilitate, lead, and/or participate in meetings, proceedings, committees, and conferences. Represent the Library and the Town at external meetings and conferences.

As of 2023, there are 7 FTE staff (12 individuals) and 1.5 FTE volunteers (20 individuals).

Responsive Patron Service: Ensure a high standard of customer service for all patrons. Respond professionally to all patron questions including collection development, censorship, technology usage and Library policy. Oversee service improvements. Lead staff self-evaluation and training in customer service.

Collections and Technology Development: Develop and modify print and digital collections, including the selection, organization, maintenance, preservation, withdrawal, and disposal of materials. Evaluate and refresh Library inventory at regular intervals. Explore non-traditional collection development including local and specialty collections. Stay abreast of emerging trends in library resources. Explore, analyze, and respond to Community needs. Oversee selection of materials and evaluation of patron requests and donated material.

Maintain knowledge of library technologies and implement technological advances. Develop, manage, and troubleshoot Library technology, services, and facilities in accordance with Town objectives, needs, and resources. In partnership with the Trustees, make major technology decisions and purchases. Oversee the implementation of emerging technologies.

Budget: Develop an annual operational and capital improvement budget, and secure approval from the Selectboard. Manage revenues and expenditures to the budget. Supervise Library payroll and direct use of substitute and part-time hours. Research, analyze and recommend/implement cost-effective improvements in Library operations. Evaluate vendors. Identify and manage grant-funding opportunities.

Partnering: Partner with the Town Manager, other Town personnel, and community leaders. Plan, coordinate, and evaluate joint activities, programs, and systems. Work together to resolve problems as they arise.

Collaborate with the Library Board of Trustees to plan and evaluate Library services, policies, facilities, and activities. Support the Friends of the Pierson Library.

Outreach and Advocacy: Promote and publicize the Library and its services to highlight the importance of the Library to the community. Engage with the community to assess needs that the Library can meet. Lead efforts to find new patrons and to re-engage lapsed patrons. Coordinate home delivery services and programs at Senior Centers and local schools. Direct Library publicity, including press releases and calendars.

Facility Management: Execute key planning tasks relating to the Library facility, such as assuring a high standard of cleanliness and regard for the public health and complying with safety and ADA regulations. Monitor heating and cooling systems and fire and security systems. Prioritize, coordinate, and arrange for repairs and upkeep of the systems, building and grounds. Ensure staff and public safety in the facility. Continue to seek opportunities to enhance the facilities.

General Administrative Duties: Manage administrative record keeping, statistics, and reporting systems for Library functions. Such functions include but are not limited to services, programs, and policies to meet Library goals, Town objectives, Vermont library standards, and government regulations. Manage the evaluation and disposition of monetary and material donations to the Library. Prepare administrative reports. Enforce Library and Town policies, local ordinances, and state and federal laws including ADA and applicable privacy laws.