



153 US Route 5 : PO Box 137 Hartland, VT 05048

FULL TIME: 35 hours per week

Job Summary

The Hartland Library Director is a visionary and innovative leader, responding to the needs of the Hartland community and adapting to the changing role of public libraries. The Library Director is responsible for the administration, supervision, and coordination of all activities and services of the library, and for carrying out the policies adopted by the Library Board of Trustees. They act as the library spokesperson, promoting the use of the library by all members of the community, and fostering good working relationships with town government and organizations. The Library Director has overall responsibility for collection development and oversight of all library services, delegating as necessary and appropriate. The Library Director embraces, supports, and celebrates our diverse community.

The Library Director works with the Board of Trustees to develop the annual budget and has responsibility for keeping the operations of the library within the parameters of the approved budget. The Director should be able to work a schedule of 35 hours per week, in person, potentially including some evening hours and some weekends.

Supervision

The Library Director is hired by and responsible to the Board of Trustees. The Director hires and supervises all other library staff and volunteers, with whom the Director may collaborate to accomplish various duties.

Essential Duties:

Administration

- Display excellent interpersonal skills and the ability to work collaboratively with the board, staff, community leaders, and general public.
- Hire/terminate, train, schedule, and supervise all library staff, substitutes, and volunteers
- Develop and review staff job descriptions in collaboration with the Board of Trustees
- Develop a procedure manual with emergency procedures and other aids for staff/volunteers.
- Carry out policies adopted by the Trustees and make policy recommendations to the board.
- Schedule and facilitate regular staff meetings.
- Evaluate staff performance on a regular basis.

- Administer employee benefits.
- Prepare and present the budget proposal to the Board of Trustees and administer the budget, in conjunction with the Treasurer.
- Assist the Board of Trustees in presenting the annual budget request to the town, and answer any questions about library expenses as needed.
- Report any building maintenance and safety issues to the Town Manager; oversee, with the Town Manager, regular grounds maintenance and minor repairs as needed; and report building maintenance and repair updates to the Board of Trustees.
- Work with the Trustees on strategic planning and implement the long-range strategic plan.
- Prepare the annual report to the Town, to be published for Town Meeting.
- Prepare the annual report for the VT Department of Libraries.
- Pursue additional sources of funding to supplement the library budget.
- Complete occasional reports, surveys, and requests for information from state and federal library agencies and associations.
- Prepare monthly written reports for the Board of Trustees.
- Collect, report, and analyze library statistics.
- Develop operational procedures for the library.
- Serve as liaison to the Friends of the Library.
- Receive gifts to the library in accordance with the library's Gift Policy.

Community Relations

- Collaborate and cooperate with community partners, including the Hartland Recreation Department, community groups, and local schools.
- Understand current and emerging trends in library operations including customer service, technology, and programming.
- Implement initiatives that inform the community of Library services and programs, including communicating regularly with patrons about Library services and other relevant information through digital means such as the newsletter, social media, and/or email.
- Coordinate outreach to community groups.
- Understand the unique nature of rural and/or small communities and their libraries.
- Work to create and maintain an environment of equity, diversity, inclusion, and safety for library patrons and staff.
- Provide reference services, reader's advisory (RA), and referral services.
- Develop formal and informal training/educational materials that will help the public use library materials, services, and technology.
- Develop programs that appeal to a variety of ages and interests.
- Oversee the scheduling and use of the meeting room and the videoconferencing equipment.

Collection Development

- Research, evaluate, select, and work to build and improve the library's adult collections of print, non-print, digital, and Library of Things materials to reflect community needs and interests, using the Library's collection development policy.
- Keep abreast of publishing trends.
- Ensure all library collections are relevant, appealing, diverse, and inclusive.

- Evaluate and deaccession items in adult collections regularly and as needed.
- Oversee the organization of the library collection and placement of materials.
- Handle donated materials.
- Assist with cataloging materials as needed.

Computer/Network Administration

- Serve as webmaster, maintaining the design and maintenance of the library website.
- Evaluates, purchases, installs, and maintains Library technology, hardware, and software and all related items.
- Design and plans automation of Library administrative functions.
- Develop technology assessments and plans based on patron, Library, and staff needs.
- Retain software and database licenses and contracts.
- Administer VOKAL and VTLIB digital products, such as Palace, Aspen, and Koha.

Professional Development

- Attend professional conference(s) and relevant library webinars and workshops as time, budget, and the needs of the Library permit.

Other

- Maintain Library participation with the statewide interlibrary loan system and courier service.
- Represent the Library in professional associations and serve on professional and community committees as appropriate.
- Serve as the Library's representative to the VOKAL library organization and ensure that the Library maintains its membership responsibilities in the VOKAL library organization.
- Assume additional responsibilities as required.

Minimum Qualifications

A Master's degree in Library Science from an ALA-accredited program and at least two years of public library administration is preferred. Candidates with both public library experience and supervisory experience in other areas will also be considered. A candidate with a Bachelor's degree will be considered if willing to earn certification as a public librarian in Vermont within two years.

- Enthusiasm for the role of public libraries as community hubs, centers of learning, and transformative institutions is essential.
- Ability to manage a budget on a municipal scale
- Demonstrated supervisory experience in a collaborative setting
- Proficiency with Microsoft Office and Google Workspace
- Experience working with the public and strong communication skills
- Knowledge of integrated library systems (e.g., Koha) preferred
- General technology skills/knowledge preferred
- Vermont Public Library Certification preferred

Benefits

The Hartland Public Library offers full time (30+ hours per week) employees the following benefits.

- Paid holidays, vacation, personal, bereavement, and sick time.
- Health and dental insurance
- Long term disability insurance
- Vermont Municipal Retirement System (VMERS) membership and benefits

Physical Requirements

Frequently required to see, walk, sit, bend, stoop, kneel, crouch, stand, talk, and hear. Physical dexterity to reach shelves of various heights, push full carts and lift (up to 20 lbs). Ability to read, write, and communicate fluently in English. Dexterity to perform data entry on a computer, laptop, iPad or other electronic device.

Note: This job description describes a general category of jobs. In order to meet the needs of the Hartland Public Library or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

The Hartland Public Library is an Equal Opportunity Employer and values diversity. The Hartland Library is committed to creating and maintaining an environment of diversity, inclusion, and respect both in our library systems and in all aspects of our community role.

In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the employer.

May 04, 2023