

## **Brookline NH Library Director Job Description**

### **Job Description:**

The town of Brookline, New Hampshire (5,800 pop), with its unique blend of rural charm and vibrant community, is seeking a Library Director. This role entails providing executive leadership in the strategic delivery of Brookline's public library services and programming, all tailored to serve the needs of the community's residents and all library patrons. The next Library Director will lead the development of services designed to promote lifelong learning, encourage curiosity, and underscore the library's leading role in the community.

Preferred candidates will have experience working in a library, ideally in a similar-sized community, and will be skilled in personnel and financial management, and communication. Candidates should have a proven record of collaborative leadership and be highly organized, innovative, team-oriented, and skilled at fostering strong relationships with town departments, boards, peers, employees, volunteers, and stakeholders.

### **Position Objectives:**

Under broad policy guidance and direction from the Library Board, performs professional and administrative duties in planning, developing, implementing, and directing public library services for the benefit of all Brookline residents.

### **Essential Duties and Responsibilities**

- Administers board policies; reviews, updates, and makes policy recommendations to the board.
- Acts as Library liaison to build strong relationships with the Friends of the Library organization, the Town Selectboard, community stakeholders, patrons, and the general public.
- Works closely with the Library Board to develop the library budget, attend budget hearings, and monitor expenditures as directed by the Library Board.
- Establishes good communication and outreach with the community regarding library services, the library's important role in the community, etc.
- Works with the Board in reviewing and revising the Library's mission, long-term and short-term goals, and objectives on a regular basis.
- Supervises personnel; hires and trains employees; conducts regular staff meetings for planning, development, and issue resolution; evaluates personnel; fosters professional development.
- Evaluates library services and suggests recommendations for improvements.
- Recommends and oversees maintenance of library facilities and equipment.
- Reviews and approves selection of all materials for purchase; maintains library collections.
- Participates and represents the library in professional meetings, classes, conferences, and workshops.
- Performs basic computer and printer troubleshooting.
- Performs other duties as needed.

## **Knowledge, Skills, and Abilities**

- Thorough knowledge of library science's theories, principles, and objectives, including awareness of current trends and developments in the library field.
- Experience in collection development and maintenance.
- Proficiency with automated library systems, computer programs, and applications.
- Knowledge of library reference sources, print and online.
- Familiarity with children's, young adult, and adult literature.
- Ability to think analytically and creatively to develop, implement, and evaluate library programs and services.
- Working knowledge of budgetary and accounting processes.
- Demonstrated communication skills, including preparing comprehensive reports and presenting ideas clearly and concisely in written and oral form.
- Understanding of and experience with empowering members of a team to participate in organizational decision-making.
- Aptitude with planning, organizing, supervising, and evaluating the work of employees
- Proven ability to establish and maintain effective and harmonious working relationships.

## **Education, Training, and Experience:**

- An ALA Accredited Master's in Library and Information Science is preferred. A suitable combination of education and managerial experience demonstrating mastery of the required knowledge, skills, and abilities may also be considered.
- A minimum of five (5) years in a library setting, with at least two (2) years of management experience, is preferred.
- Demonstrated aptitude for leadership and administrative management.
- Continued professional growth through participation in workshops, professional reading, conferences, or other educational opportunities.
- Substantial involvement in public relations and customer service.
- Experience with, or training in, fundraising, educational programming, organizational leadership, or strategic planning.

**Benefits include:** Medical and Dental Insurance, Paid Holidays, sick and personal time, NH Retirement

**Compensation:** starting at \$70,000

**Deadline for application:** Friday, May 31, 2024.

**Send a cover letter and resume (Subject: LIBRARY DIRECTOR) to:**

[library.trustees@brooklinenh.gov](mailto:library.trustees@brooklinenh.gov)