

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 9 DIRECTOR

JOB TITLE	DIRECTOR/ADMINISTRATION
STATUS	FULL TIME/SALARIED WITH BENEFITS
SUPERVISION RECEIVED	Works independently in consultation with and under authority of Board of Trustees
SUPERVISION EXERCISED	Oversees activities of all employees, contractors, vendors, consultants
REVISION HISTORY	10/2023 (Replaces description of 2009)

Position Overview

The director is considered the chief administrator of the library, hired by and reporting directly to the Board of Trustees. The director is expected to perform all duties independently, consulting with the Board on major policy matters or operational changes. The director also works in concert with the Friends of Tucker Free Library, providing administrative and programming support as needed.

Primary Duties

1. Plans, organizes, directs and manages all aspects of library services
2. Develops long and short-range plans for library service
3. Identifies problems and issues, recommending solutions to Board
4. Communicates Board policies and operational procedures to all staff and public
5. Keeps abreast of legislative initiatives applicable to library and library resource management
6. Responsible for finding, applying for, overseeing work and contracts related to grants
7. Completes annual report obligations on behalf of Board

Supervisory Duties

1. Exercises supervision over library services staff
2. Responsible for the recruitment, evaluation, promotion, retention, and dismissal of all library employees
3. Facilitates the professional development and training of all staff

Fiscal Responsibilities

1. Prepares annual operating budget and appropriation request in conjunction with the Board
2. Maintains records of all financial transactions, receipts and expenditures, provides monthly manifests and updates, all within sound accounting and reporting practices
3. Manages library financial resources in a prudent, efficient and effective manner
4. Establishes, in conjunction with donor, conditions of expenditures of memorial funds
5. Facilitate the acceptance of gifts of materials and monies under conditions of library policy

Facility Responsibilities

1. Responsible for the maintenance and upkeep of the building and grounds
2. Maintains a schedule of capital improvement projects, informing Board of any replacement/maintenance that is required so adequate funding can be secured

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Programming Duties

1. Develops and promotes programs for the community which encourage the use of the library facilities and materials.
2. Oversee programs, library tours, and other events

Community Outreach

1. Serves as liaison to community organizations, educational institutions and Town departments
2. Stimulate interest in library facilities
3. Project an enthusiastic and positive image of the library

Board Relations & Reporting Duties

1. Collects statistics and submits as requested/required
2. Prepares materials for and attends all meetings of the Board of Trustees
3. Participates in professional library organizations and attends meetings and workshops to remain current in the field.

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.