

WILTON LIBRARY



JOB DESCRIPTION

Title: Executive Director

Summary of Responsibilities: Under the direction of the Library Board of Trustees, the Executive Director's primary responsibilities are to maintain an outstanding library that anticipates and fulfills the needs of its community utilizing all resources available. The Executive Director is responsible for every phase of library operations including programs, collections and services, personnel, technology, public relations and outreach, marketing, buildings, grounds, equipment, budget, donor relations, and fundraising. This job description may be reasonably amended from time to time as the Library Board of Trustees, in its sole discretion, deems appropriate and advisable.

Education and Training Required: Holds a Master of Library Science degree from an accredited university and five (5) years of progressively responsible experience in library administration and staff supervision, including supervision of a public library department or as a director or assistant director of a public library. A combination of education and experience that demonstrates the ability to successfully meet the requirements of the position may be considered.

Must show a comfort with current technology, be aware of future library and publishing trends, and use excellent communication and interpersonal skills, both verbal and written. Should possess the ability to analyze and interpret business and professional journals, financial reports, and legal documents. Must be skilled in sensitively and effectively responding to and reaching out to members of the community, staff, and Board. Proven leadership ability, initiative, self-monitoring and organizational skills, creativity, motivational and technological skills are desired.

Responsible to: Library Board of Trustees

Reports to: Library Board President

Summary of Responsibilities:

Communication:

- Manages the internal and external communications and public relations of the Library as they relate to operations.
- Leads in the communication of Library needs to the community.
- Expands community outreach to provide broader channels for the exchange of information, encouraging the Library's responsiveness to the needs of the community.
- Relays changes in Library services, programs, and collections to the Board of Trustees.
- Relays developments in Library fundraising and strategic planning to staff.

- Provides liaison initiatives to the business and school communities, positioning the Library as a partner to these two segments of the community.
- Pursues partnerships with other organizations as appropriate to build offerings and audiences.
- Contributes to or edits the Library's electronic newsletter.

Personnel & Staff:

- Oversees the recruiting, training, performance management, and retention of staff.
- Maintains an overview of Library activities that redeploys staff in areas of heavy use or to provide enhanced service.
- Encourages professional development among staff members and mines the talents of staff to benefit Library activities and goals.
- Creates opportunities for staff to suggest and implement improvements in Library service, programs, and collections within a customer-focused framework that supports the vision and mission of the Wilton Library.
- Develops and implements the necessary human capital infrastructure that supports the Library's objectives.

Services & Operations:

- Provides leadership with regard to the creation and implementation of "best practices" in library management/administration, consulting others knowledgeable in the field as appropriate.
- Oversees the utilization and maintenance of the Library's physical plant and grounds.
- Leads the day-to-day operations of the Library, including but not limited to: reference, circulation, programs, volunteer utilization, community outreach and public relations, staff development and training, and resource allocation.
- Oversees the continual development of the Library's website so that it is an outstanding instrument for service delivery, information exchange, and public awareness.
- Supervises the use and maintenance of technology to deliver, monitor, and enhance Library service.
- Stays abreast of demographic, usage, and publication trends to make efficient use of limited collection resources.
- Works on the Reference Desk regularly (a few hours per week) and is an active part of the Reference team.

Budget/Finance:

- Working with the Treasurer of the Wilton Library Association and the Library's Financial Manager, creates the annual budget for presentation to the Board of Trustees for its discussion, possible amendment, and ultimate approval.
- Maintains the financial integrity of the budget's implementation and administration.
- Oversees the appropriate solicitation, acceptance, and expenditure of restricted gifts.
- Working with the Treasurer of the Wilton Library Association, provides information to staff, trustees, and appropriate outside parties regarding reconciliation of actual income and expense to budgeted amounts.

- Oversees the provision of clear and complete reporting of Library finances to the Board of Trustees and through its representatives, to the Board of Selectmen of the Town of Wilton.
- Insures that a professional audit of the Library's finances is conducted every year and the results are reported to the Board of Trustees.

Strategic Planning & Fundraising:

- Supports and advises the Board of Trustees in its fundraising initiatives.
- Attends Board of Trustee and Board Committee meetings as deemed appropriate to inform the ongoing business of the Association.
- Works with the Board of Trustees to carry out the affairs of the Wilton Library Association, including assistance in the formulation of policies and practices of the Board.
- Acts as a conduit between the Board of Trustees and staff to insure smooth coordination of fundraising activities with the daily operations of the Library.
- Plays an active role in strategic and succession planning.

Hours: Generally 35 hours per week plus 8 Sundays per year. Exempt position.