

## **Job Description: Director, John G. McCullough Free Library**

### **Scope and Duties:**

The John G. McCullough Free Library in North Bennington, VT seeks an energetic and experienced Library Director to oversee all aspects of Library activity including: staff management; materials selection and acquisition; oversight of public relations; long range planning; maintenance of library technology; and supervision of library building and grounds. Director reports to the Library's Board of Trustees.

### **Specific responsibilities:**

-Maintenance of library's technology, including trouble shooting and replacement schedule. Keeps abreast with technology innovations and recommends changes and upgrades, as needed.

-Oversight of transition of Library's LIS from the existing Mandarin System to the state endorsed Koha System. This includes all aspects of planning, data migration, and budgeting.

-Oversight of the collection including selection of materials or delegation of those duties, as appropriate, evaluation of collection strengths and weaknesses, weeding, and long range collection development.

-Works with the Library's Board of Trustees Budget Committee in preparation of the annual budget. Actively pursue outside sources of funding. Active involvement with, and support of, Board of Trustees' upcoming Endowment Fund Drive and annual fund campaign

-Oversight of public relations including traditional print media, social media and website development. Works with staff and volunteers to maintain the Library's welcoming and inviting atmosphere.

-Responsible for public programming: coordination with the Friends of the Library on the annual Book and Bake Sale; plans other events such as author readings, book discussions; coordinates with Children's Librarian on children's and youth programming.

-Works with Trustees, patrons and other members of the public, directs the long range planning process

-Oversight of Library's day-do-day expenditures, payment of invoices, coordination with Treasurer on monthly/quarterly financial reports.

-In consultation with the Board, develop and recommends policies, as needed.

-Supervision of staff including scheduling, evaluation, assignment of duties, hiring and firing, provides training, as needed.

-Oversight of ongoing building maintenance including repairs, cleaning, snow removal and mowing, equipment maintenance, trash removal etc.

**Qualifications:**

Master's Degree from an ALA-accredited institution preferred. Knowledge of principles and practices of librarianship, budget development, administration, and library advocacy. Experience with staff supervision, working with governing boards and with the public. Excellent organizational, leadership and interpersonal skills, ability to communicate clearly, both orally and in writing.

Please be aware that candidates may be asked to undergo a background check.

Interested parties should send cover letter and resume to:

J. G. McCullough Free Library  
P.O. Box 339  
North Bennington, VT 05257