

**Town of Hamden
Library Director**

**Unclassified/Non-Competitive
Hamden Public Library**

**Non-Bargaining Unit
Salary: DOQ**

Position definition: The Library Director is responsible for the administration and management of all library functions within the goals, guidelines and policies established by the Hamden Library Board. The Director provides leadership within the library system and serves as the official representative of the library.

Supervision Received: The Library Director works under policies established by the Hamden Library Board and the direct supervision of the Mayor. As a Town Department Head, the Library Director works in cooperation with other Town officials.

Supervision Exercised: The Director plans and administers all library functions and supervises all library staff for the central library and the two library branches. Directs the operation of the central library and the two community branches with the assistance of the associate library director, branch librarians and department managers.

Examples of Essential Job Duties: *General Administration:* Formulates and recommends policies to the Library Board; implements and maintains a staff manual of procedures; directs the development and maintenance of a public library collection of print, non-print and electronic resources; submits an annual library budget and presents to the Library Board, Mayor and Legislative Council, presents other budget requests to the Library Board throughout the year and oversees the expenditure of departmental funds; provides professional advice to the Library Board and keeps the Board informed of relevant issues and developments at the regional, state and national level; plans library computer operations including library consortia; oversees the preparation, submission and supervises the implementation of library grants.

Planning, Organization and Evaluation: Plans, organizes, coordinates and directs a balanced program of library services to meet the immediate and long-range goals of the library and the community; identifies standards of excellence for all library operations; evaluates the effectiveness of library services in relation to the changing needs of the community; fosters and facilitates innovation in library practices and services; provides for critical review of internal library operations and analyzes data affecting the library's operation.

Personnel Management: Demonstrates leadership within the organization; takes initiative, solves problems, effects change through the action of others, and encourages the development of staff through a positive work environment; defines expectations for staff performance, sets goals for service delivery and programming; provides in-service training programs for employee development; encourages staff professional growth by supporting participation in professional associations, workshops, seminars and webinars; reviews staff job descriptions and works closely with the Human Resources Department to keep job descriptions up to date and to adhere to Civil Service protocols.

Community and Professional Development: represents the Library and speaks before community, civic and other groups regarding the objectives and activities of the Library system; serves as the libraries liaison with municipal government and the community in general; supports and facilitates the work of the Friends of the Hamden Library and other organizations that contribute to library functions; works cooperatively with the Miller Cultural Center to determine policies, programs and scheduling; participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library information field. Performs other duties as required.

Minimum Qualifications Required: A Master's Degree in Library Science or Information Science from a library school accredited by the American Library Association and ten (10) years of progressively responsible library administration experience, with at least seven (7) years in a supervisory capacity.

Knowledge, Skills & Abilities: thorough knowledge of practices, procedures and techniques of all facets of public library service; knowledge of current trends and developments within the public library profession and current best practices for all aspects of public libraries; working knowledge of computer systems, integrated library systems, including software and electronic databases; knowledge of emerging technology trends; highly developed verbal and written communication skills; ability to motivate, establish and maintain effective working relationships with associates, staff volunteers other community agencies, governmental bodies and the general public. Proven ability to administer activities of a public library and to supervise work of others; proven experience in strategic planning; ability to effectively convey the Hamden Library mission and vision to community organizations and the public and to advocate for the library with Town Officials and the public; ability to listen carefully, analyze and respond to stated as well as perceived Community needs and expectations; a can-do attitude that includes thinking out of the box and the tenacity to follow through on long term goals.

License or Certificate Required: A valid Connecticut Motor Vehicle Operator's license is required.

Physical Mental Exertion/Environmental Conditions: Primarily works in office setting subject to continuous interruptions. Includes exposure to computer screens on a daily basis. May be required to lift and move light to medium weights, for example, books, manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. The work requires interacting with sometimes emotionally upset patrons that requires calmness and inner-strength under extraordinary conditions. There are some travel and night meetings.

Note: the above description is illustrative of tasks and responsibilities. It is not meant to be inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. This position is appointed by the Library Board.

Approved by the Civil Service Commission on April 16, 2019.