



Library Director

This is an administrative position involving the responsibility for planning, organizing, directing and coordinating all library functions. The work involves carrying out library policy as determined by the Board of Trustees.

Responsibilities:

The Library Director maintains a friendly welcoming atmosphere, serve as chief information resource, community liaison, and Library administrator, assuming a wide variety of responsibilities including:

- Discharge the Policy of the Library Board Meet with and report to Trustees, recommend needed policies, inform Trustees of library legislation at State and Federal level, assist with long-range planning, and provide technical assistance.
- Assume all administrative functions Oversee general operation of adult, young adult, genealogy and children's services.
- Maintain circulation system
- Establish, maintain, and update policies and procedures
- Compile statistics for program attendance, circulation, overdue
- Maintain local contracts
- Purchase equipment and supplies
- Oversee building security and facility maintenance
- Respond to mail
- Accept, acknowledge, and track donations and gifts
- Create and arrange for displays
- Recruit, select, supervise, and evaluate library staff
- Schedule staff and volunteers
- Arrange for training and staff development
- Expect and maintain a high quality of work and harmonious relations among staff, patrons, and Trustees.
- Implement personnel polices
- Maintain payroll information
- Recruit, select, and supervise volunteers
- Supervises collection development
- Evaluate and maintain library collections based on the - - Collection Development Policy
- Read reviews, select and purchase materials
- Catalogue, create MARC Records, process and withdraw items
- Develop and maintain an active program of services and events
- Recommend and direct library programs
- Schedule library programs and outside group use of facility
- Evaluate changing community needs

- Work with the Friends of the Library to raise funds to augment library services
- Promote the Library
- Represent Library and speak to local organizations
- Maintain an active program of public relations using local news media, newsletters and brochures, and the Internet.
- Maintain Library finances
- Prepare and present budget request to town
- Prepare bills, petty cash, and receipt reports
- Oversee grants
- Maintain local, state, district and professional affiliations
- Prepare regular reports (to the Maine State Library, town manager and board of trustees)
- Attend library conferences, quarterly SLA meetings, workshops, SMLD Council meetings and Talking Heads
- Attend Selectmen's meeting to defend budget, warrant subcommittee, full warrant and town meeting
- Read professional journals
- Make use of the services and consultants of the Southern Maine Library District and the Maine State Library

Standards of performance:

Yearly evaluation by the Board of Trustees

The Town of Rumford offers competitive compensation along with comprehensive benefits such as health, dental, and vision coverage, paid holidays, and generous sick and vacation leave.

To apply please submit an employment application, cover letter, resume and references to, Rumford Public Library – Attn: Jerry Cohen, 56 Rumford Avenue, Rumford, ME 04276, or by email jjcohen5@msn.com. Applications are available on the Town Website, www.rumfordme.org. This position will remain open until filled. *The Town of Rumford is an Equal Opportunity Employer.*