



Town of Suffield Job Posting

Position: Library Director

Posted: January 13, 2022

End Date: February 10, 2022

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a dynamic Library Director for our Kent Memorial Library. The position performs a variety of complex administrative, supervisory and professional work in the general oversight of Town of Suffield library employees, resources, budget and facilities. Responsible for the management of the public library collection and the provision of library services to patrons and community organizations. Serves the residents of Suffield in a positive, customer-oriented atmosphere that helps promote a welcoming, professional image for Town government.

Supervision Received:

Receives general direction from the Kent Memorial Library Commission and First Selectman.

Supervision Exercised:

Supervises all library employees and volunteers.

Essential Duties and Responsibilities:

1. Plans, supervises and evaluates the operation and activities of Town of Suffield library under policies and goals established by the Kent Memorial Library Commission, First Selectman and Board of Selectmen.
2. Develops, administers and evaluates library programs such as circulation, reference, reader's advisory services, children's services, community services, public information and all other programs supporting modern library practices.
3. Directs the development and maintenance of a public library collection of varied media; evaluates collection for balance and comprehensiveness; schedules withdrawals and inventory of materials.
4. Assures quality patron service, staffing, library programs and services, community relations, optimum access to the library collection, and updating of the collection.
5. Ensures compliance with internal controls for collection of all library fees.
6. Directs, advocates for and oversees the use of technology best practices for modern library operations.

7. Supervises, trains and monitors the performance of library employees and volunteers.
8. In collaboration with the Town's Human Resources Department, hires and administers personnel rules and regulations in accordance with collective bargaining agreement.
9. In collaboration with the Town's Public Works Department manages the cleanliness and maintenance of the library facilities and grounds.
10. Identifies and pursues funding and other resources in compliance with the Town's grant approval policies; prepares and recommends grant proposals; ensures compliance with grant requirements; assists in the preparation, review and administration of vendor contracts and agreements.
11. Develops policies and procedures as necessary to ensure efficient management of library operations and implements directives from the Kent Memorial Library Commission and First Selectman.
12. Communicates effectively with library employees, community stakeholders, Kent Memorial Library Commission, supporting nonprofits and Town officials.
13. Attends Kent Memorial Library Commission meetings and provides monthly updates on activities, budget (including status of any grant), and operations.
14. Acts as liaison on fundraising campaigns with nonprofit organizations supporting Kent Memorial Library.
15. Researches, analyzes and reports on community needs with respect to library resources and facilities.
16. Collaborates with town agencies to enhance the library's ongoing commitment to cultural competency and diversity programming.
17. Prepares and presents a proposed annual Library budget; directs the implementation of and monitors adherence with the adopted budget; directs and performs financial and managerial analyses of operations and presents findings to applicable boards and commissions.
18. Confers and coordinates with State agencies, other public libraries, corporations, community and civic groups on the use of library facilities and the development of library programs; assists in facilitating interlibrary programming.
19. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of library activities and resources.
20. Represents Town at various meetings; serves as liaison to various government and community organizations.
21. Attends seminars and conferences to remain current on developments in modern library practices.
22. Maintains positive working relationships with local government officials, school officials, community and the public regarding program offerings and coordination of services; promptly and cordially, responds to inquiries and complaints pertaining to services and facilities.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications:

Education & Experience:

1. Master's degree in Library Science from an accredited college or university.
2. Five (5) years of increasing responsible experience in library administration, including a minimum of three (3) years supervisory experience.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the Library Commission and First Selectman.

Knowledge, Skills and Abilities:

1. Knowledge of principles and practices of public library functions.
2. Knowledge of current trends and developments in the field of leadership management, public administration, grants and foundations.
3. Skill in financial management and administering budgets.
4. Skill in the use of computers, including Microsoft suites, library related software and technology infrastructure necessary to operate a modern library.
5. Ability to work independently, be flexible and adapt to a fast-paced work environment.
6. Ability to work cooperatively with patrons of all ages, volunteers, community partners, colleagues, supervisors and boards.
7. Ability to plan, direct and evaluate work of library programs.
8. Ability to establish and maintain effective working relationships with employees, local government officials, school officials, community and civic groups, corporations and the public.
9. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from employees, government officials, community and civic groups, patrons and the general public.
10. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

Additional Eligibility Requirements:

1. Valid motor vehicle operator's license preferred.

Tools and Equipment Used:

This job operates in a professional office environment with occasional related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, sit, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to ten (10) pounds and occasionally lift and/or move objects up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This position operates in public and nonpublic areas. The work areas may contain book dust, molds, mildew and insects. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet to noisy in the Library.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is at will.

This is a full time forty (40) hours per week position. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work and weekend work as job duties demand.

Compensation and Benefits:

\$60,000 - \$65,825 annual salary commensurate with experience, benefits package to include: 13 Paid Holidays per Year • Paid Sick and Vacation Days • Medical, Dental and Vision Insurance • Defined Contribution Plan with Town Match • Short-Term Disability, Long-Term Disability and Life Insurance

How to Apply:

Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. Submit application along with resume by closing date of posting. Mail or email application and resume to: Town of Suffield, Attention: Shannon Jendrysik, Human Resources Department, 83 Mountain Rd, Suffield, CT 06078 sjendrysik@suffieldct.gov

*The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the position or process*