



## **Town of Suffield Detailed Job Description**

**Position: Library Director**  
**Posted: October 3, 2023**  
**End Date: Open Until Filled**

The Kent Memorial Library Commission and the Town of Suffield are seeking a dynamic and motivated Library Director for our newly renovated town Library. The Library has a broad and enthusiastic community support base and a talented and professional staff that continually offers new and varied programming for our patrons. Community involvement includes extensive support of seasonal reading programs for children and adults, museum passes, special programs, and many other community-organized and funded activities. The many people who serve the Town of Suffield and the Library, employees and volunteers alike, are committed to developing and fostering a strong sense of community among its residents.

Although we are located midway between the Boston and New York City metropolitan areas, the Town of Suffield remains a quintessential New England town with a longstanding pledge to preserve its historic architecture and agricultural roots. Literally, dozens of working farms spread out over our 42 square miles provide locally produced farm products year-round. Our Town is bordered by the Connecticut River to the east, Massachusetts to the north, and Bradley International Airport to the south, with Interstate access, regional Amtrak, and light rail routes nearby.

### **General Summary:**

The Library Director performs a variety of complex administrative, supervisory, and professional functions in the general oversight of the Kent Memorial Library employees, resources, budget, and facilities. They are responsible for the management of the public library collection and the provision of library services to patrons and community organizations. They are expected to provide the residents of Suffield a positive, customer-oriented atmosphere that helps promote a welcoming, professional image for the Library and our Town government.

### **Qualifications:**

#### **Education & Experience:**

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

### **Knowledge, Skills, and Expectations:**

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 using computers, including Microsoft suites, Library-related software, and technology infrastructure necessary to operate a modern library.
5. Expected to work independently, be flexible, and adapt to a fast-paced work environment.
6. Expected to work cooperatively with patrons of all ages, volunteers, community partners, colleagues, supervisors, and boards.
7. Expected to plan, direct, and evaluate the work of library programs.
8. Expected to establish and maintain effective working relationships with employees, local government officials, school officials, community and civic groups, corporations, and the public.
9. Expected 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. Expected to analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations.

### **Hours:**

This position is at will.

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

### **Compensation and Benefits:**

\$70,000 - \$85,000 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

## **Overall Responsibilities and Additional Information Including but not limited to:**

### **General Duties**

1. Plans, supervises and evaluates the operation and activities of Kent Memorial 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. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of library activities and resources.
5. Assures quality patron service, staffing, library programs and services, community relations, optimum access to the library collection, and updating of the collection.
6. Directs, advocates for, and oversees the use of technology best practices for modern library operations.

### **Fiscal Management**

7. Prepares and presents a proposed annual Library budget in collaboration with the Library Commission and the Board of Selectmen; 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
8. 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
9. Ensures compliance with internal controls for the collection of all library fees.

### **Management of Personnel and Facilities**

10. Supervises, trains, and monitors the performance of library employees and volunteers.
11. In collaboration with the Town's Human Resources Department, hires and administers personnel rules and regulations in accordance with the collective bargaining agreement.
12. Provides an atmosphere that encourages openness, trust, cooperation, and participation
13. 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.
14. In collaboration with the Town's Public Works Department, manages the cleanliness and maintenance of the library facilities and grounds.

### **Community Involvement and Representing Library**

15. Communicates effectively with library employees, community stakeholders, Kent Memorial Library Commission, supporting nonprofits, and Town officials.
16. Attends Kent Memorial Library Commission meetings and provides monthly updates on activities, budget (including status of any grant), and operations.

17. Acts as liaison on fundraising campaigns with nonprofit organizations supporting the Library.
18. Researches, analyzes, and reports on community needs with respect to library resources and facilities.
19. Collaborates with Town, state, and national agencies to enhance the Library's commitment to cultural competency and diversity programming.
20. 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.
21. Represents Town at various meetings; serves as liaison to various government and community organizations.
22. Attends seminars and conferences to remain current on developments in modern library practices.
23. Maintains positive working relationships with local government officials, school officials, the community, and the public regarding program offerings and coordination of services; promptly and cordially responds to inquiries and complaints pertaining to services and facilities.

### **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 employer's needs 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 for conferences and seminars may be expected.

### **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 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.

### **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 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 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.

Applications can be found on the town website at [suffieldct.gov/departments/hr](http://suffieldct.gov/departments/hr).

Please submit an application and resume by email to [sfoley@suffieldct.gov](mailto:sfoley@suffieldct.gov) or by mail to the Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078, by the closing date of posting.

*The Town of Suffield is an equal opportunity employer m/f/d/v.*

*The above description is intended as a guide and is not a complete description of the position or process.*