



## Town of Suffield Job Posting

**Position: Library Associate Director**

**Post Date: May 30, 2024**

**End Date: Open Until Filled**

**Hours: 32 hours per week**

**Salary Range: \$48,000 - \$51,100**

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 Library Associate Director for the Kent Memorial Library. This position assists the Library Director in the management, supervision, and administration of the Library to provide maximum services to library patrons in accordance with library policy and oversees teen and adult services in the Library. Helps develop adult and teen collections and programs. Serves the residents of Suffield in a customer-oriented manner that promotes a positive, professional image for the Town government.

### **Supervision Received:**

Receives general direction from the Library Director.

### **Supervision Exercised:**

Supervises library employees and volunteers.

### **Essential Duties and Responsibilities:**

1. Exhibit thorough knowledge of library services and collections, including print and electronic resources.
2. Provide leadership to achieve the goals of the Library.
3. Assist with employee scheduling and timesheets.
4. Coordinate training and staff development. Attend seminars and conferences to remain current on developments in relevant fields.
5. Provide input on library services, budgets, and utilization of library employees.
6. Assist with payment of monthly bills.
7. Oversee scheduling of meetings and program rooms.
8. Collaborate with staff to develop and update the Library's website.
9. Assist in preparing statistics and information for reports to the state, town, and trustees.
10. Supervise and monitor teens who use the Library after school.
11. Maintain positive working relationships with local government officials, school officials, the community, and the public regarding program offerings and coordination of services; promptly and cordially respond to inquiries and complaints pertaining to services and facilities.

### **Other Job Functions:**

1. Perform other related work as assigned.

### **Minimum Qualifications:**

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

1. Graduation from an accredited college or university with a Master of Library Science degree or an equivalent of experience and coursework in library science.
2. Three (3) – five (5) years of experience working with teens and adults within a public library system.
3. At least two (2) years of supervisory experience.
4. Relevant experience may be substituted for education attainment if deemed appropriate by the First Selectman.

#### **Knowledge, Skills, and Abilities:**

1. Excellent customer service skills.
2. Knowledge of readers' advisory and reference questions. Possess good analytical skills and excellent computer and internet searching techniques.
3. Knowledge of website design and social media
4. Knowledge of teen services and collections.
5. Ability to communicate effectively and work cooperatively with patrons of all ages, volunteers, community partners, colleagues, and supervisors.
6. Operational knowledge of media and equipment, including computers, printers, and audiovisual equipment.
7. Experience with MS Office. Knowledge of Integrated Library Systems (ILS); experience with Evergreen preferred.
8. Excellent communication and interpersonal skills.
9. Ability to work independently, be flexible, and adapt to a fast-paced work environment.
10. Ability to plan and organize work procedures successfully in a team environment.
11. Knowledge of interlibrary loan procedures.
12. Commitment to ongoing professional development

#### **Special Requirements:**

1. Valid, active Motor Vehicle Operator's license preferred.
2. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

#### **Tools and Equipment Used:**

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

#### **Physical Demands:**

This position operates in public and nonpublic areas. The work areas may contain book dust, molds, mildew, and insects. It requires a working knowledge of library technology such as computers, facsimiles, copiers, and audio/visual equipment. This position requires lifting at least 50 pounds, pushing materials weighing at least 100 pounds, bending and reaching 25 to 75 times a day, the ability to climb stairs, standing at least two hours a day, and stationary work at a computer terminal or using other office equipment requiring eye-hand coordination and finger dexterity for at least four consecutive hours a day. This position exists in a shared office environment with a need for cooperative interaction in many different circumstances. 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 job operates in a professional office environment with occasionally related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**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 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/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, thirty-two (32) hours per week position. Regular evening and Saturday shifts are required. This position occasionally requires hours beyond those scheduled, including monthly evening commission meetings.

**Compensation and Benefits:**

Starting annual salary range of \$48,000 - \$51,100 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 website at [suffieldct.gov/departments/hr](http://suffieldct.gov/departments/hr). Please submit an application, cover letter, and resume by email to [sfoley@suffieldct.gov](mailto:sfoley@suffieldct.gov) or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

*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*