

Plaistow Public Library Personnel Policy - Job Description

Position Title:	Director
Accountability:	Reports to the Library Board of Trustees
Status:	Full-Time; Exempt
Hours/ Work Site:	40 hours per week, on-site

Position Overview

The Library Director is the chief administrator of the Plaistow Public Library. This role combines leadership, management, and vision to ensure the library provides excellent service to the community. The Director oversees daily operations, manages staff and resources, coordinates the development and maintenance of all collections, and ensures that the library remains responsive to the evolving needs of the community. The Director reports to the Board of Trustees and works closely with them to set goals, establish policies, and manage the budget.

Key Responsibilities

Leadership & Administration

- Direct all aspects of library operations to deliver high-quality, efficient service.
- Regularly evaluate library policies, services, and programs in light of the Strategic Plan and community needs.
- Plan both short- and long-term goals in collaboration with the Board, and establish measures of success.
- Maintain current knowledge of state and federal laws and regulations affecting public libraries.
- Monitor relevant national, regional, and local trends, including technology, affecting the library and update the staff and the Board as needed.
- Prepare all statistical and narrative reports as required, including the annual town report, annual state and federal reports, and reports for the monthly Board meetings.

Community Engagement

- Build strong partnerships with the Friends of the Library, schools, local government, cultural organizations, and community groups.
- Act as the public face of the library, advocating for its role as a hub of learning, creativity, and civic engagement.
- Represents the Library at meetings of Town department heads, Selectboard, Budget Committee, and others when necessary or invited.

Staff & Human Resources

- Foster a collaborative, communicative, and positive workplace.
- Recruit, train, and evaluate staff, recommending new hires to the Board.
- Assign and adjust duties to ensure effective operations.
- Support professional growth through ongoing training and development opportunities.

Staff & Human Resources (cont.'d)

- Administer all employee benefits programs, including insurance, retirement, and leave policies, in accordance with library policies and federal and state laws and regulations.
- Collaborate with the Board in the development of an attractive, cost-effective benefits package and the corresponding annual benefits budget.

Budget & Finance

- Work with the Treasurer and Board to prepare the annual budget.
- Work with the Library bookkeeper to create and implement procedures for the efficient and accurate processing of payroll and accounts payable.
- Monitor revenues and expenditures to ensure compliance with policies and procedures.
- Work with the Treasurer, bookkeeper, and staff to provide clear, timely financial and operational reports to the Board, the Town of Plaistow, and the New Hampshire State Library.

Collections, Programs, & Services

- Oversee collection development activities in line with the library's policies.
- Deliver programs that meet the needs of the community.
- Direct public relations and community outreach, using social media, signage, displays, and events to promote library activities and services and raise the library's visibility.

Technology & Facilities

- Oversee the library's technology, including the network, website, and integrated library system.
- Implement and update the Technology Plan in consultation with staff and the Board.
- Oversee the maintenance and safety of the library building, grounds, and equipment.
- Work with contractors and the Town Building Maintenance department to develop a long-term Capital Improvement Plan.

Required Knowledge & Skills

- Strong knowledge of library services, practices, and policies.
- Proven leadership and organizational skills with the ability to manage people, budgets, and policies effectively.
- Excellent communication skills, both written and verbal.
- Ability to build positive working relationships with the public, staff, Trustees, and town officials.
- Proficiency with current technologies, including integrated library systems, internet resources, and productivity software (Microsoft Word, Excel, Google Workspace, etc.)
- Familiarity with HR practices, payroll, and relevant state and federal labor laws.
- Capacity to work on multiple priorities in a fast-paced, service-oriented environment.

Education & Experience

- Master of Library Science (MLS/MLIS) from an ALA-accredited institution (strongly preferred).
- Minimum of 5 years of progressively responsible experience in public library management, including staff supervision, budgeting, and policy development.
- An equivalent combination of education and experience may be considered.