

## Library Manager Job Description and Contract

**Title: LIBRARY MANAGER**

**Reports to: BOARD OF TRUSTEES**

### JOB SUMMARY

The Library Manager (hereinafter known as “Manager”) of the Olive G. Pettis Library (hereinafter known as “Library”) is the administrative officer of the library, employed and supervised by the Board of Trustees (hereinafter known as “Trustees”). The Manager will be responsible for day-to-day operations including programming, collection development, cataloging and patron advisory services in conformity with the objectives and policies established by the Trustees. Duties include, but are not limited to, promoting, and implementing programs for diverse age groups throughout the year; collaborating with other organizations and engaging volunteers for programs; supporting the Library’s mission as a fundamental cultural element of the community. Knowledge of literary genres and current and emerging technologies is essential.

### Essential Responsibilities:

- Service to the Public in collaboration with Trustees
  - Research and identify community needs; manage collection and services
    - Perform routine evaluation of collection; repair, weed and/or replace items as required
  - Plan, organize and publicize programs and events for all ages year-round, including but not limited to:
    - NH Humanities and other adult programs; family programs; pre-K & elementary Story Circle
    - Summer Reading Camp; After-school and S.T.E.M. programs
  - Develop, schedule, and conduct additional events and programs as needed
  - Effectively engage and manage volunteer assistance for programs
  - Provide patron advisory services; engage schools, businesses, and other organizations to educate community about library resources available; collaborate with same in providing programming
- Manager Responsibilities
  - Assist with patron selections, reference, and technology needs
  - Catalog, alphabetize, shelve in correct designated locations, and retrieve materials; answer phones and emails; issue library cards; process inter-library loans (ILLs)
  - Train substitute employees, pages, and volunteers.
  - Create, maintain, and update educational materials as needed for substitute employees, pages, and volunteers.
- Interpersonal and Professional Skills
  - Treat staff, volunteers and Trustees with courtesy, respect, and professionalism
  - Provide clear communication regarding tasks, priorities, and annual reviews
  - Take initiative, solve problems, effect positive change, and maintain a positive work environment

### Other Responsibilities:

- General Duties in collaboration with Trustees
  - Act as liaison to Town Departments, patrons, the community, other libraries, and professional groups
  - Assist in identifying sources of outside funding, such as grants, as needed
  - Participate in professional meetings, seminars, and conferences to strengthen skills
  - Support the Library and its leadership

### Preferred Education and Experience:

- Associate degree or higher preferred; High school degree or GED considered
  - Previous library or education work preferred
  - Other combinations of education and experience may be considered

**Preferred knowledge, skills, and characteristics:**

➤ Technical:

- Knowledge of current trends in literature; willingness to self-educate and stay current with trends through professional book reviews, library journals and professional associations [ALA, PLA, NHLA, etc.]
- Above average competency in the use of computers, the internet, mobile and emerging technologies, and social media as it relates to resources for patrons
- Proficiency with Microsoft Office, Open Office, or other productivity software; above average competency in keyboarding/typing
- Ability to learn media and computer operations including local cataloging/circulation system and NH State Catalog system

➤ Personal Skills

- Work well with colleagues and the public; solve problems and serve library users independently
- Take initiative and exercise good judgment, tact, and courtesy; work unsupervised *and* in collaboration with the Trustees, assistants, volunteers
- Read aloud, relate, and interact with children and parents/caregivers; engage juveniles, teens, young adults, adults, and seniors and encourage continuing education and enrichment through use of library services
- Ability to be courteous, pleasant, and respectful patrons regardless of age, capabilities, or diversities
- Demonstrated ability to communicate effectively both orally and in writing
- Committed to promoting literacy while creating a safe and inviting atmosphere for all people

**Working Condition Requirements:** The physical demands described here represent those necessary to successfully perform the essential functions of this job.

- May involve indoor/outdoor environments which are subject to uncomfortably warm or cool temperatures; involves lifting of materials, equipment, and supplies, must be able to lift to 25 pounds; push/pull carts, bend, stoop, kneel, reach upper and lower shelves, safely use stepstools or ladders to retrieve or place items in high places; stack/unstack and stage tables and chairs for programming needs
- Extended periods of time on computer and phone requiring eye-hand coordination and finger dexterity
- Flexibility regarding scheduling and being able to cover varied shifts including alternate Saturday mornings, some evenings, and occasional periods of extended hours due to events and programs
- Must be willing to travel to meetings and conferences.
- Library paid criminal background check required
- **Contract valid for 1 year per our "Recruiting and Appointing Employees of the Library Policy" found under Personnel Policies page 16.**

Accommodations may be made in accordance with the Americans with Disabilities Act directives, as appropriate.

**Compensation and Benefits:** The salary rate of pay for the Manager is set by Trustees. Salary is competitive within the region and commensurate with experience. This is a part-time, year-round position with 5 days/year vacation and 5 days/year sick time after 6 months of employment. Per Library Personnel Policies Health Insurance coverage for the Library employees shall not be considered for any position under 36 hours.

SIGNATURES:

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Signature: Library Manager

Name: Library Manager

Date

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Signature: Chair of Library Trustees

Name: Chair of Library Trustees

Date