

Job Description

Library Director, Goffstown Public Library
Goffstown, NH

Our Community

The Goffstown Public Library is seeking a vibrant forward-thinking Library Director. Goffstown, a community of over 18,000 residents, offers a small town atmosphere with access to the amenities of New Hampshire's largest city. Within an hour's drive, you can find everything from the ocean, to lakes and mountain views.

The Role

The Library Director is appointed by the Library Board of Trustees. The Library Director is responsible for advocating for the Library, has overall administrative responsibility for the provision of the public library service and functions as a Town Department Head.

The Goffstown Public Library is a member of local cooperatives including GMILCS (Greater Manchester Integrated Library Consortial System), Inc and the Hillstown Library Cooperative. Additionally, the Goffstown Public Library benefits from an established Friends organization and the Goffstown Public Library Foundation.

The Library Director administers and oversees all aspects of library operations, including - but not limited to:

- Policies, plans, and procedures
- Personnel selection and performance management
- Budget administration
- Community programming
- Collection development and materials processing
- Building oversight
- Automation and the use of appropriate technology
- Community and vendor relations

This position requires a Master's in Library and Information Science (MLS) from an ALA-accredited program and a thorough knowledge of professional library principles, methods, and practices. Extensive experience in public library administration and a minimum of five years in a supervisory role are required.

The ideal candidate must be a collaborative leader and team player with demonstrated experience in delivering exemplary customer service within a library environment.

The candidate must possess proven communication and organizational skills, experience in supervision and training, and demonstrate an understanding of the operations and functions of public libraries.

The successful candidate will oversee all aspects of technology-related library functions, both internal and consortium-related services, and should have an understanding of these functions.

Duties and Responsibilities

The following functions are considered essential to this position:

Governance and Strategic Planning

- Works with the Library Board of Trustees to develop goals and objectives for the provision and continued improvements of library services. Helps to develop comprehensive long and short-range plans and the policies and procedures to implement those plans.
- Prepares all statistical and narrative reports and documents as required - including, but not limited to - the annual town report; annual state and federal reports; and monthly reports for the Library Board of Trustee meetings.
- Fosters and maintains a positive relationship with the Library Trustees.

Fiscal Management

- Prepares draft budgets and provides support information to assist the Library Board of Trustees in the budgeting process. Demonstrates sound fiscal responsibility in budgetary matters.
- Ensures that invoices are prepared, coded, and entered in the town finance software system; copies and delivers all invoices to the town Finance Department on a weekly basis.

Personnel and Staff Development

- Maintains an open, communicative relationship with the Library staff to foster a positive, collaborative work environment.
- Responsible for all personnel management, including recruitment oversight, training, and performance management.
- Encourages professional growth of all Library staff through participation in professional associations, workshops, seminars, staff development, and other activities as appropriate.

Community and External Relations

- Promotes and represents the Library at various functions including civic and school events to establish and maintain goodwill.

- Responds to the changing needs of the community, including establishing a library environment that is welcoming, inclusive, and accessible.
- Represents the Library at meetings of the Town Department Heads, Select Board, Budget Committee, Planning Board and others when necessary or invited.
- Acts as or appoints a liaison to the Friends of Goffstown Public Library.

Collections and Services

- Develops and oversees collection development plan; delegates specific collection development responsibilities to Library staff.
- Performs all other duties necessary to provide smooth and effective operation of the library on an ongoing basis, including coverage of public service areas and meeting the informational needs of the public.

Professional and Consortium Involvement

- Maintains involvement in GMILCS, Inc. by reviewing materials and attending all board meetings; serves on committees and groups.
- Serves on the GMILCS, Inc. Executive Board as expected of the organization, including leadership roles.
- Maintains involvement in professional organizations and attends local professional meetings and conferences.

Facilities Management

- Directs the development, repair and maintenance of the Library building and grounds.
- Ensures that library services and facilities comply with federal, state, town laws and local regulations.

Compliance and Administration

- Investigates and recommends upgrades to library automation and appropriate library technologies. Stays abreast of library trends, new developments in the field, and identifies concepts, programs, etc. which could benefit or improve library services.
- Maintains current knowledge of New Hampshire laws and regulations governing or impacting the activities of public libraries.

Salary and Benefits

The full-time Library Director Annual Salary is **\$88,670 - \$95,909**, a generous benefits package and NH Retirement System through the Town of Goffstown, NH.

How to Apply

Please send cover letter, resume, and contact information for three (3) professional references to: trustees@goffstownlibrary.com with the email subject: Library Director Position **no later than December 1, 2025**. The Goffstown Public Library will ensure that persons with disabilities are provided reasonable accommodations for the hiring process.