



## Job Description

**Date:** 02/02/2026

**Title:** Library Director

**Department:** Library

**Overall Job Objective:**

The Library Director manages the day-to-day operations of the library, including collections, programs, budgets, and staff, serving as the primary public representative for the library. The Director also works in close cooperation with and has accountability to the Board of Library Trustees in accordance with 22 V.S.A. §143, serving as its advisor and as an active participant in policy and budget development, goal setting, planning, and evaluation, in accordance with policies established by the Town and the Board. The Board delegates to the Director full authority in such areas as collection development, budget management, and personnel administration, selection, and supervision.

The Director is responsible for the effective delivery of services to the community, assessing the community's needs and interests. The Director is responsible for planning, directing, coordinating, supervising, and staffing all activities of the department and training its personnel. The Director is also responsible for its continued and efficient operation, including the department's relations with the public, local government, and other related agencies. The Director is accountable for enforcement of rules, policies and regulations within the department, creating a climate where people want to contribute their best; and is able to motivate, create, and maintain a friendly knowledgeable team.

**Work Schedule:** 37.5 hours per week, which may include occasional weekends and evenings as required or requested.

**Wage:** FY'26 Step 1 \$83,639.54

**Title of Immediate Supervisor:** Town Manager

**Title(s) of Position(s) Direct Supervision Exercised:** Circulation Manager, Administrative Accounts Clerk, Technical Services Librarian, Youth Services Librarian, Outreach Services/Programming Specialist, Information Services Librarian.

## **Essential Job Functions, Duties, Responsibilities, and Tasks:**

- 1) Provides strategic advice and technical guidance on all department procedural and policy matters, which includes the following:
  - a) Supports the department's mission and vision to provide core services and foster social, cultural, and economic resilience to provide our community with the opportunity to thrive.
  - b) Supervises, mentors, and motivates in a team environment, which encourages constructive feedback and new ways to look at projects, policies, service delivery, etc. Fosters passionate, positive, and enthusiastic employees by creating a participatory organizational climate that is open, positive, reinforcing, and supportive.
  - c) Inspires personnel to take ownership, be accountable and pride in what they do and to be accountable for their work, while embracing change and demonstrating positive leadership. Helps employees understand their role in meeting Town-wide strategic goals and vision.
  - d) Demonstrates collaboration and conflict resolution skills.
  - e) Develop and update policies and procedures. Working in collaboration with staff and Trustees.
  - f) Supports employees by identifying opportunities and removing barriers for professional development; encourages employees to step outside of their comfort zone to expand their skills.
  - g) Provides meaningful, timely employee feedback and appraisals, and effectively addressing employee performance.
  - h) Collects library data and completes reports, surveys and requests for information.
  - i) Identifies and pursuing opportunities for grant funding.
  - j) Models and adheres to professional ethics of librarianship codified by state and national library associations, and Vermont statutes pertaining to public library service, including patron rights to privacy of library records and free and equitable access to information and resources.
- 2) Works in a collaborative manner to oversee and manage programs, team efforts, and the department, which includes the following:
  - a) Supervises the preparation of and manages a departmental budget, the procurement of materials, supplies, and equipment, and the maintenance of the necessary records.
  - b) Directs the preparation and ensures the communication of instructions, notices, administrative memoranda, and other forms of communication to the department personnel.
  - c) Participates in professional activities to maintain knowledge of the latest developments in library methods and administration, to coordinate and expand training programs, and for the exchange of ideas.
  - d) Provides outstanding customer service to users of the library.
  - e) Addresses members of the public, businesses and community agencies and organizations regarding the activities of the department to explain and promote public understanding of its work.
  - f) Maintains regular and punctual attendance.

- g) Provides day-to-day managerial decisions on problems and issues that arise, ensures cost effective and sustainable operations, and departmental operations with respect to equipment and personnel.
  - h) Directs related administrative activities including library department budget preparation and execution, purchasing, personnel selection, reports, employee training, and correspondence in administration of projects.
- 3) Serves as a collaborative member of the Town's Department Head management team, which includes the following:
- a) Makes executive-level decisions in alignment with the direction of the organization.
  - b) Is a visible leader in the Town's community.
  - c) Participates in the preparation of specifications for new equipment, and facilities maintenance and improvement.
  - d) Communicates effectively with department staff, other Town employees, the public, and members of organizations and other agencies
- 4) Other duties, including the following:
- a) Attends Selectboard meetings when appropriate or necessary; may attend evening or weekend community or library events.
  - b) Oversees all acquisition and develops print, nonprint, digital, and non-traditional collections selecting from professional journal reviews; staff input; patron suggestions; reader websites; media coverage and other reputable sources.
  - c) Prepares, in conjunction with the Board of Library Trustees, the annual Endowment Fund budget request.
  - d) Advises the Friends of the Library in development of their annual budget and fundraising campaign, expenditures of funds, and preparation of reports.
  - e) Identifies and oversees the needs and improvements to the facility and its surroundings, in conjunction with the Trustees' Buildings and Grounds Committee.
  - f) Investigates and pursues opportunities for grant funding.
  - g) Ensures compliance with consortium requirements of the Catamount Library Network.
  - h) Is accountable for all duties of this job, and other projects and responsibilities may be added at the Town's discretion.

**Non-Essential Duties and Tasks:** *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Key Competencies:**

*We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless specifically stated as required.*

- **Leadership** Provides direction and perspective; encourages earnest, respectful discussion; resolves issues and challenges effectively.
- **Administration and Management:** Knowledge of business and management principles involved in strategic planning, resource allocation, personnel management, leadership technique, and coordination of people and resources.
- **Motivation:** Creates a climate where people want to contribute their best; can motivate different

kinds of people and teams; encourages professional growth and empowers others.

- **Managing and Measuring Work:** Clarity in assigning responsibility for tasks and decisions; setting clear objectives and measures; designing feedback loops; and monitoring process, progress, and results.
- **Inspire and Guide Staff:** Skill at encouraging and supporting professional growth and development among staff at all levels. Comfort with regular performance reviews and addressing issues or problems in a timely and constructive manner.
- **Business Acumen:** Understands how professional work fits into the overall Town government and community dynamic; knowledgeable and current in business policies and practices; broad-thinking.
- **Critical Thinking:** Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Perspective:** Looks toward the broadest possible view of an issue or challenge; can easily pose future scenarios and predict impacts to a range of stakeholders; has broad-ranging interests.
- **Communication:** Represents the library and the Town effectively verbally and in writing to people inside and outside the organization including the public, elected officials, government agencies, and other external parties; works effectively across diverse cultures and constituencies.
- **Customer Service:** Ability to develop, implement, and oversee strategies that enhance user experience, promote accessibility, and ensure equitable access to services and resources.
- **Organizational Agility:** Can perform within all levels of the organization and obtain successful outcomes; interacts with internal and external stakeholders and customers in a manner that supports organizational values.
- **Dealing with Ambiguity:** Is comfortable with change and uncertainty; is effective in novel situations and makes work-appropriate decisions based on available information.
- **Library Experience:** 5-10 years of relevant professional experience as a Director or Assistant Director, including library planning and management of an equivalent combination of education and supervisory experience sufficient to successfully perform the essential duties of job.
- **Cultural competency:** Experience actively supporting diversity, equity, and inclusion efforts; and demonstrated ability to learn new methods and stay current in the field.
- **Certifications/Education:** Possession of an ALA-accredited MLS or MLIS degree.

**Physical Demand and Mental Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform their work duties. While performing these duties the employee must be able to communicate verbally. Work requires sufficient physical stamina and strength for extended periods of sitting or standing to perform daily tasks-and frequent walking through a multilevel facility. Reaching above shoulder and twisting to file documents and lifting supplies and materials; occasional bending, kneeling, climbing, balancing, and reaching below shoulder to store documents, materials, and supplies. Constant light grasp, fine manipulation, and handling to perform daily duties; occasional firm grasp to safely use equipment. Frequent lifting, carrying, pushing, and pulling of up to ten (10) pounds to move materials and supplies; occasional lifting, pushing, and pulling of up to twenty-five (25) pounds with or without

accommodations. Must tolerate moderate noise levels and interruptions in a moderate to fast paced environment. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

**Required Materials and Equipment:**

General office equipment including computers, telephone, copy machine, cash register and calculator.

**Work Conditions:**

May need to work in a variety of settings, including offices, outdoors and sometimes during inclement weather. Work is mostly performed indoors; and requires periods of concentrated focus coupled with interaction with staff and public. Requires ability to respond to rapidly and positively to spontaneous events. May encounter exposure to periods of high activity and high stress under demanding conditions, working to de-escalate difficult/volatile situations. The position requires a great deal of communication with Town employees, the public, and outside agencies.

**Pre-Employment Requirements:**

Background checks will include professional employment references, Adult Abuse and Child Protection registry and criminal history. May include a credit check, and education verification; and must be entitled to work in the United States.

**Union Status:** Non-Union Management. New employees or internal transfers are on probation for one year from the date of hire or transfer.

**FLSA Status:** Exempt Employee (salary).

*The Town of Brattleboro is committed to being a leader in providing a welcoming workplace and respectful environment for all. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our high performance in public service.*