

**Leach Library
Job Description
Library Director**

SUMMARY OF DUTIES:

Under the supervision of the Board of Trustees, serves as the administrative officer of the library. Responsible for planning, organizing, directing, and managing all aspects of the library in conformity with the mission/goals/objectives and policies established by the Board of Trustees, with appropriate municipal, state and federal laws and regulations.

MAJOR DUTIES & RESPONSIBILITIES:

- Maintenance and management of the library facility including electrical, heating, water and mechanical systems.
- Sustains a viable and thriving library with a customer-focused framework.
- Maintains the goodwill of patrons, the public, and town officials, and respond to the changing needs of the community, including creating a library environment that is welcoming and inclusive.
- Assesses community preferences for library services and evaluate trends to keep abreast of the needed changes in techniques, materials and equipment.
- Directs the daily operations to ensure high quality and cost-effective services; analyze operations and functions; plan, monitor, prioritize, and supervise the work of department heads.
- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars and other activities.
- Ensures strict confidentiality of personnel issues, patron records, and non-public documents.
- Teaches, models, and sustains excellent customer service practices, leadership and supervisory skills.
- Prepares annual budget in partnership with the Board of Trustees; articulate budget needs and answer questions related to financial needs, both in terms of operations and capital items; present budget request to the Town.
- Prepares and maintains reports required for the Town and State; prepare correspondence and detailed reports for Board members and Town officials.
- Coordinates and supervises interior arrangements of the physical facility; assesses needs and recommends new or replacement purchases in adherence with the Purchasing Policy; negotiates contracts in coordination with the Town; interacts with service contractors and vendors for repair and maintenance.
- Represents the library to the patrons, the community, and professional groups.
- Acts as liaison to Town Administrator and Town Departments, patrons, the community and professional groups.
- Serves as an active participant on local civic committees and in state and regional library organizations.
- Represents the library on consortial, regional, and state committees. Serves as the library representative to the GMILCS (consortium) Board.
- Completes paperwork relating to the hiring and ongoing employment of library staff, including weekly payroll submission.
- Prepares records for annual audit.
- Continually evaluates the effectiveness of library programs and services in relation to the changing needs of the community, developing strategies to meet those needs. Evaluates, in

coordination with staff, the future needs for library services and the resources to meet those needs.

- Responsible for hearing and resolving problems and complaints from library users and the general public and escalates issues as appropriate.
- Manages library staffing in compliance with union contracts.
- Manages the usage of the meeting rooms and public spaces in the library and on library property.
- Oversees the selection and general collection of books and other items and resources contained in the library; review major selection tools; approve library purchase orders; review books, periodicals and collections which are outdated or not used, and coordinate removal and disposition. Oversee appointment of selectors for collection.
- Maintains current knowledge of public library services and trends through reading appropriate literature and attendance at approved conferences, seminars and other professional development programs.
- Participates in the Town's Capital Improvements Program (CIP) process as appropriate and leads the library in strategic planning.
- Drafts and recommends policies to the Trustees.
- Provides monthly management, financial and planning reports to the Board to assist in short- and long-term planning and implementation.
- Keeps the Board informed of new developments and information reported by the NH State Library and other sources.
- Collaborates with the Friends of the Leach Library to foster a strong relationship and support for library services and programs.
- Responsible for acquiring grants where appropriate to enhance all library services.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Master's Degree, MLS or MLIS preferred from an American Library Association (ALA) accredited school, plus five years library experience with at least three years supervisory/management experience, or equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILL

- Excellent leadership, communication, project management, planning, organizational, and interpersonal skills with proven effectiveness.
- Strong technological skills and the ability to leverage cutting edge technology to keep Leach Library competitive.
- Ability to work and communicate effectively with the Library Trustees, elected officials, and community groups.
- Ability to supervise and motivate library staff and volunteers and to communicate their needs and concerns with the Board of Trustees.
- Ability to be an innovative and visionary leader.
- Has a working knowledge of fundraising.
- Has the ability to travel to workshops and meetings.

PHYSICAL REQUIREMENTS:

Minimal physical effort is required to perform most duties. The employee is frequently required to stand, crouch, walk, sit, speak, hear, use hands to operate equipment, and reach with hands and arms. The ability to push and pull carts weighing 250 lbs. or more is required as well as lifting and carrying up to 20 lbs. of books. The employee also frequently assists in moving tables and chairs for program setup and cleanup. Vision requirements include the ability to read routine documents and use a computer.

Must be willing to travel to meetings and conferences. Reasonable accommodations available upon request and Board approval.

8/2026