

Royalton Memorial Library Position: Library Director

Qualifications: Willingness to work toward Vermont Department of Libraries certification.

Scope: The Library Director shall perform administrative, supervisory and professional work in planning and delivering library services as stated in the policies and under the direction and guidance of the Board of Trustees.

Job Description:

- Excellent computer skills, customer service, and written and verbal communication
- Evaluate, select and purchase library materials, equipment and supplies.
- Maintain the library collections: organize, repair and weed
- Catalog library materials per standards set by the Catamount Library Network
- Attend and represent the library's interests at all essential meetings including but not limited to: Catamount Library Network, Green Mountain Consortium, Inter-Library Loan, OverDrive/Listent Up and VT Department of Libraries meetings.
- Select, train and supervise staff and volunteers; refer to the policy book: O. Personnel, (a), 2 and (b),3 &4
- Assist the Board of Trustees in developing and evaluating policies
- Participate in strategic planning and goal setting with the Board of Trustees
- Assess community needs and interests, and determine the library's role in meeting them
- Create, initiate and execute library programs, events and services along with the Board of Trustees
- Promote the library: maintain the library website and social media platforms (e.g. Facebook, Instagram, listservs), submit weekly articles for the local newspaper, create and distribute event flyers, etc
- Provide reference services for library patrons
- Apply for and administer grant funds in conjunction with the Board of Trustees
- Knowledge of library finances and nonprofit organizations recordkeeping; refer to policy book: O. Personnel, (b), 2
- Operate and procure technology support for computer equipment, software and services
- Compile circulation, visits, overdue, and other statistic reports to monitor library performance. Provide reports for Board of Trustees, the annual town report, grant requests and requirements, VT Department of Libraries, fundraising and other requests.
- Plan and expand outreach, create programs and network with community organizations

including but not limited to: White River Valley Schools, Royalton Senior Center, Magic Mountain Pre-school and Daycare and One Planet After School Program etc.

- Participate in professional development and keep abreast of current and evolving library trends
- Communicate regularly to the Board of Trustees, including notification of events and concerns
- Attend meetings of the Board of Trustees
- Basic cleaning of premises and notification to the Board of Trustees of needed upkeep and repairs in a timely fashion
- The Library Director will ensure the general interior and exterior appearance of the library is clean, pleasant and welcoming.
- Coordinates with Trustees for library representation at selectboard meetings to advocate for library needs and works with the Town of Royalton select board and building manager regarding building repairs and updates.
- Develop and maintain Historic preservation procedures/program for historical documents and materials
- Responsibility for managing and maintaining the Inter Library Loan program. (requests, returns, overdues, lost or damaged, courier etc)
- Develop and maintain Historic preservation procedures/program for historical documents and materials
- Maintain a conference room schedule