OPEN POSITION: Keene Public Library Director

Position Summary

The Library Director serves as the chief administrative officer of the library and is responsible for the overall leadership, management, and operation of library services. The Director works collaboratively with the Board of Trustees to implement the library's mission, maintain dependable public service hours, oversee daily operations, manage finances and technology, and ensure the library continues to meet the evolving needs of the community. The Director serves as the official liaison between the library, the Board of Trustees, the community, and the regional library system.

Position Status

- Part-time position, not to exceed 29 hours per week.
- Salary: To be determined.
- Regular schedule to be established in consultation with the Board of Trustees.
- Some evening and occasional weekend hours may be required for Board meetings, programs, training, and community events.

Essential Duties and Responsibilities

Administration and Operations

- Direct and oversee all library operations, services, and programs.
- Ensure the library maintains consistent and reliable public service hours.
- Implement policies established by the Board of Trustees.
- Advise and assist the Board on matters relating to library operations, planning, and development.
- Maintain compliance with applicable laws, regulations, and library policies.
- Prepare and submit required annual reports and other documentation to local, state, and regional agencies.

Personnel Management

- Supervise library staff and volunteers.
- Develop staff schedules and ensure adequate coverage during public service hours.
- Conduct employee training, support professional development, and complete performance evaluations.
- Foster a positive, professional, and service-oriented work environment.

Financial Management

- Develop and administer the annual operating budget.
- Monitor expenditures and ensure fiscal responsibility.

- Manage purchasing and vendor relationships.
- Maintain financial records and prepare routine financial reports for the Board.
- Assist with fundraising efforts, grant applications, and grant reporting.

Library Services

- Direct all library services, including reference, programming, and public access technology.
- Work with the Technical Services Librarian on collection development, like purchasing, circulation, processing, and cataloging
- Evaluate community needs and recommend improvements to collections, programs, and services.
- Plan, coordinate, and evaluate programs and special events for children, teens, adults, and families.
- Promote equitable access to library resources and services.

Technology and Communications

- Oversee library technology, including computers, software, internet access, digital resources, and library management systems.
- Maintain and update the library website and social media platforms.
- Utilize technology to improve efficiency, communication, and public access to library resources.
- Coordinate marketing and outreach efforts to promote library services and programs.

Community Relations

- Develop partnerships with schools, community organizations, local government, and regional library system partners.
- Represent the library at community meetings, professional gatherings, and public events.
- Advocate for the library and its role within the community.

Required Knowledge, Skills, and Abilities

- Knowledge of public library operations, administration, and customer service principles.
- Strong leadership, interpersonal, and communication skills.
- Ability to plan, organize, and evaluate programs, services, and operational activities.
- Strong organizational and problem-solving abilities.
- Ability to work independently and manage multiple priorities.
- Proficiency with computers and standard office software, including word processing, spreadsheets, email, and online collaboration tools.

- Comfort learning and using library software, digital resources, websites, social media platforms, and emerging technologies.
- Working knowledge of online research methods and search best practices, including the ability to locate, evaluate, and verify information from reliable sources.
- Basic accounting and financial management skills, including budgeting, invoice processing, financial recordkeeping, and preparation of routine financial reports.
- Ability to prepare clear reports, correspondence, grant applications, and other written materials.
- Ability to establish and maintain effective working relationships with trustees, staff, volunteers, community partners, and the public.

Minimum Qualifications

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Eligibility to obtain and maintain the appropriate New York State Public Librarian Certification required for the library's chartered service population.
- Experience in library services, office administration, nonprofit management, education, municipal government, customer service, or a related field preferred.
- Supervisory, management, or project leadership experience preferred.
- Demonstrated ability to work independently with limited supervision.
- Ability to attend evening and occasional weekend meetings, programs, and community events.

Desired Personal Characteristics

- Dependable, punctual, and committed to maintaining consistent library operations and public service hours.
- Self-motivated and proactive.
- Flexible and adaptable in meeting the changing needs of the library and community.
- Customer-service oriented with a strong commitment to public service.
- Collaborative and professional in working with trustees, staff, volunteers, and patrons.
- Committed to continuing education and professional development.

The Board of Trustees is seeking a community-minded leader who values public service, embraces lifelong learning, and is committed to providing reliable, high-quality library services to all residents.