

Library Director – North Branford Public Library, North Branford, CT. The Town of North Branford needs a creative, public service oriented professional to direct library operations in a vibrant Connecticut community of 14,407, with two community centered Libraries: Atwater Memorial Library in North Branford and Edward Smith Library in Northford. The Director must work closely with staff, Library Board, Town Manager, and other town departments. Strong communication, personnel management, and fiscal management skills are required. The Director promotes outreach, public relations, and fundraising; leads and develops a strong and committed staff; and cultivates a strong grasp of modern library trends and the technologies that support them. The library has a staff of 6 full time and 10 part time employees, an annual budget of \$688,000, circulation of 95,000 and a collection of 78,000 items. There are around 500 programs annually for adults and children, with total attendance circa 10,000. The library has just initiated Maker Spaces for adults and children, and these are ripe for growth and improvement. The Library Director works under the administrative direction of the Town Manager, with policy guidance from a 5-member Library Board. Minimum Requirements: ALA-accredited MLS with five years of progressively responsible public library experience, including a minimum of two years in a supervisory capacity. Salary commensurate with experience and qualifications, with an attractive benefits package. Salary range \$68-72K. Job description and application available on the Town's website www.townofnorthbranfordct.com and at the Town Manager's Office, 909 Foxon Road, North Branford, CT 06471 during regular business hours. Please submit application and other materials in person or by mail (no faxes). Deadline will be **Friday, June 16, 2017 by 4:00 p.m.**
EEO/AA

TOWN OF NORTH BRANFORD

Position Description

Library Director

CLASSIFICATION: Administrative
GRADE:

LOCATION: Atwater and Smith Libraries

GENERAL PURPOSE:

Performs a variety of administrative and supervisory work in planning, organizing and implementing the programs and services of the library system including staff development, collection development and providing direct public services.

SUPERVISION RECEIVED:

Works under the administrative direction of the Town Manager. Receives broad policy guidance from the Library Board of Directors.

SUPERVISION EXERCISED:

Exercises administrative direction over full-time librarians and other support staff including, part-time or seasonal personnel either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages and supervises library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; training, motivates and evaluates assigned staff, reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range library plans; gathers, interprets, and prepares data for studies, report and recommendations; coordinates department activities with other departments as needed.
3. Provides professional advice on library issues to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
4. Communicates official plans, policies and procedures to staff and the general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors expenditures in assigned area to assure sound fiscal control; prepares annual budget request; assures effective and efficient use of budgeted funds, personnel, materials facilities and time.
6. Oversees the selection and general collection of books and other items contained in the library system; reviews major selection tools; approves library purchase orders; reviews books, periodicals and collections which are outdated or not used, and coordinates removal and disposition.
7. Supervises cataloging of collections to ensure good access.

8. Manages the use of information technology in library system.
9. Keeps informed of current literature developments in the library field; maintains active membership in professional organizations and regional library cooperatives. Monitors collection utilization and public requests for new materials/collections.
10. Coordinates library development and fund raising; solicits and accepts gifts for the library.
11. Oversees inter-library loans and in-house reference work, including online searching and information gathering.
12. Assures that library facilities and equipment are maintained properly, and coordinates maintenance and repair functions.
13. Schedules and runs various special library activities throughout the year, such as book sales, reading programs, etc. Reviews program area, implements changes or new programs to meet library needs of the community.
14. Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of library operation and maintenance of library operations, Assure compliance with established policies and procedures.
15. Promotes interest in library programs through publicity, program brochures, social media, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.
16. Maintains liaison with other departments as well as state, local and other public officials.
17. Answer inquires and talks with patrons, including citizens with complaints and problems; Addresses public and civic organizations which will inform the public of policies procedures and the availability of facilities for public use.
18. Provides direct public service at both libraries on a regular basis, both to supplement other staff and to gain knowledge of residents and their needs.
19. Performs related work, as required.

QUALIFICATIONS:

ALA-accredited, Master's Degree in Library Science with five (5) years of progressively responsible experience in library operations, including a minimum of two (2) years in a supervisory capacity, or any equivalent combination of education and experience that demonstrates the candidate's ability to perform the essential duties of the position.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of the principles and practices of modern library systems and programs; Thorough knowledge of library collection classification and selection techniques; considerable knowledge of equipment and facilities required in a comprehensive library system; and considerable knowledge of community library needs and resources;
2. Working knowledge of the principles and practices of office management, work organization and supervision.

3. Ability to plan, organize and coordinate a comprehensive library system.
4. Ability to coordinate, analyze, and utilize a variety of reports and records.
5. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear as well as demonstrates sufficient manual dexterity for keyboarding. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds in order to move books within the library system.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The noise level in the work environment is generally quiet and the employee is often exposed to dust.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The Job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

SELECTION GUIDELINES:

Formal application, oral interviews, background and reference checks and drug testing.

Approval: _____
Town Manager

Revision History: October 2, 1979

Town Council Approval: _____

Effective Date: _____

MAYOR
MICHAEL J. DOODY

DEPUTY MAYOR
JOSEPH E. FAUGHNAN

TOWN MANAGER
MICHAEL T. PAULHUS



COUNCIL MEMBERS
ROSE MARIE ANGELONI
DANIEL M. ARMIN
ANTHONY S. CANDELORA
MARIE E. DIAMOND
CHRIS MANNA
GEORGE I. MILLER
ALFRED D. ROSE

TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

APPLICATION FORM

INSTRUCTIONS FOR COMPLETION

Please complete **all** sections of this application. An incomplete application will not be considered. You may attach additional sheets for your responses. The selection process will involve a review of this application. The Town may require applicants to undergo a job-related testing procedure. Finalists will be invited to participate in a formal interview.

APPLICATION FOR THE POSITION OF:

Prepared by:

NAME: _____
Last First Middle Initial

ADDRESS: _____
Street City, State Zip Code

TELEPHONE: _____
Home Cell Work

_____ Email address

PERSONAL DATA:

1. Are you over 18 years of age? Yes [] No []
2. Do you have the legal right to work in the United States? Yes [] No []
3. Have you ever served in the U.S. Armed Forces? Yes [] No []

(IF YES, YOU WILL BE REQUIRED TO PROVIDE A COPY OF YOUR DD214, SHOWING DISCHARGE STATUS)

In compliance with Federal nondiscrimination laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age or disability. In addition, the Town complies with applicable state and local laws governing nondiscrimination in employment.

AN EQUAL OPPORTUNITY EMPLOYER M/F



PERSONAL DATA (continued):

4. Social Security Number: _____
 (Your Social Security Number will be used should a criminal background check be required.)
5. Are you able to perform the essential functions listed in the job description without reasonable accommodation?
 Yes [] No []
- If no, what can be done to accommodate your limitation? _____
6. How did you learn of our organization: _____

EDUCATION

Name of School/Program	Graduated	Type of Degree	Coursework /Major
HIGH SCHOOL	<input type="checkbox"/> YES <input type="checkbox"/> NO		
COLLEGE	<input type="checkbox"/> YES <input type="checkbox"/> NO		
GRADUATE SCHOOL	<input type="checkbox"/> YES <input type="checkbox"/> NO		
TECHNICAL SCHOOL	<input type="checkbox"/> YES <input type="checkbox"/> NO		
OTHER TRAINING OR PROFESSIONAL CERTIFICATIONS (Explain)			

Employment History:

Start with your current or most recent position and work backwards. Use additional sheets of paper if you need more space. **Resumes may be submitted but are not a substitute for the requested information.**

1. _____
 Name of Employer
- _____
 Job Title
- _____
 Duties and Responsibilities:
- _____
- _____
- _____
- Reason for Wanting to Leave: _____
- Name and Title of Immediate Supervisor: _____
- Telephone Number: _____

EMPLOYMENT HISTORY (continued):

2.

Name of Employer

Employment Dates

Job Title

Final Salary

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____

Name and Title of Immediate Supervisor: _____

Telephone Number: _____

3.

Name of Employer

Employment Dates

Job Title

Final Salary

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____

Name and Title of Immediate Supervisor: _____

Telephone Number: _____

4.

Name of Employer

Employment Dates

Job Title

Final Salary

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____

Name and Title of Immediate Supervisor: _____

Telephone Number: _____

May we contact your **present employer** regarding your employment record? Yes [] No []

May we contact your **past employer(s)** regarding your employment record? Yes [] No []

REFERENCES:

Please list three references qualified to comment on your work experience. On the "relationship" line explain how this person knows you and your work experience.

1. Name: _____
Telephone Number: _____ [Home] [Office]
 Area Code Number
Relationship: _____

2. Name: _____
Telephone Number: _____ [Home] [Office]
 Area Code Number
Relationship: _____

3. Name: _____
Telephone Number: _____ [Home] [Office]
 Area Code Number
Relationship: _____

ADDITIONAL COMMENTS AND INFORMATION:

Please use the space below for any other comments or information that you feel is important to your candidacy, including salary expectations.

CERTIFICATION AND AUTHORIZATION:

I CERTIFY that all of the statements made in this Application are true, complete and correct to the best of my knowledge. I understand that any false, misleading, or incomplete information given in my application or interview(s) may result in disqualification or in discharge from employment. In the event of employment, I further understand that I am required to abide by all rules and regulations of the Town of North Branford.

My signature authorizes the Town of North Branford to secure my driving record (if the position requires driving), transcripts from educational institutions to verify credits/degrees and information needed to complete a criminal background check. It also authorizes the Town to make such investigations and inquiries of other employment-related information deemed necessary from former employers, personal references or other sources as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

Signature of Applicant

Date