

LIBRARY DIRECTOR
ROGERS FREE LIBRARY
BRISTOL, RHODE ISLAND
JOB DESCRIPTION

TITLE: Library Director, Rogers Free Library

REPORTS TO: Rogers Free Library Board of Trustees

DATE: November 2, 2021

Rogers Free Library in Bristol, Rhode Island is seeking experienced, innovative, and attentive candidates for the position of Library Director.

GENERAL STATEMENT OF DUTIES:

This is a professional, administrative position responsible for a broad range of public library functions. The work involves the responsibility for the provision of library services to patrons and community organizations. Duties include policy recommendations, departmental planning, and direction and administration of library activities. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

Direction is received from the Rogers Free Library Board of Trustees, and working closely with the Trustees, the Library Director monitors library services, develops and manages the budget, oversees the creation of public relations materials, supervises staff and volunteers, oversees the physical plant, and stays informed of developments in library management. The Library Director serves as an ex-officio member of the Board of Trustees to ensure a consistent flow of communications.

This is a full-time, 37.5 hour per week, position. Annual salary is commensurate with background and experience at \$75,000-\$85,000 plus an attractive non-union benefits package. This position is available immediately.

ESSENTIAL FUNCTIONS:

- This position is the executive officer, manager, and supervisor at the library and ensures public access to it through the establishment of reasonable hours of service (including evenings, Saturdays, and limited Sunday hours as approved and funded by the Town of Bristol) by a trained and competent staff.
- Manage all ongoing services (e.g. reference and information, services to children, youth and adults, as well as services to special needs users within the library and to those in the wider community).
- Oversee, monitor, and is responsible for making difficult technical decisions within the library and participates in the selection/incorporation of same as technology evolves.
- Draft and recommend policy to the Library Board of Trustees and plans for the implementation of public library goals and objectives.
- Prepare and submit the annual operating budget to the Bristol Town Administrator with the advice and consent of the Rogers Free Library Board of Trustees. Prepare and submit a capital budget as necessary. Administers the adopted budget.
- Attend Rogers Free Library Board of Trustees meetings and regularly updates the Board about library operations.
- Hire, supervise, and evaluate all Rogers Free Library personnel and dismisses when necessary.
- Plan and approve professional development training programs for all staff members.
- Use data generated by the Strategic Plan to inform programs and services that meet community needs.

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- Review and approve the materials selections for Rogers Free Library in accordance with Board policies; provide oversight for the selection of non-fiction materials for the adult collection.
- Represent the library at public, professional, and Town meetings when appropriate.
- Utilize the services and consultants of the State's Office of Library and Information Services (OLIS).
- Prepare all reports for the State as required by law.
- Serve as representative of Rogers Free Library to the state's public library computer network, Ocean State Libraries (OSL).
- Recommend to the Board and carry out public relations initiatives in the town.
- Perform other duties as required.

QUALIFICATIONS:

- Master of Library Science (MLIS) degree from an American Library Association certified institution of graduate studies is required. Minimum three years of experience in public library management is preferred.
- Considerable knowledge of administrative procedures especially regarding their application to library operations.
- Knowledge of budgeting and program principles.
- Demonstrated ability (a minimum of three years' experience) to plan, direct, motivate, and supervise the work of others. Demonstrated knowledge of group dynamics and human resources principles.
- Criminal Background check is required.

The Rogers Free Library is an Equal Opportunity Employer. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, or any other protected status under federal, state, or local laws. All employees must be eligible for employment in the United States.

To apply:

For full consideration, qualified candidates only please email the Trustees of the Rogers Free Library at rflsearchcommittee@gmail.com and include a cover letter, resume/CV, and a minimum of three (3) references no later than 5:00 PM Eastern Time on Tuesday, November 30, 2021.