

Reviewed Feb. 2023
Approved. March 2023

2.5.1 Library Director

Position: Library Director

Hours: 40 hrs a week.

Reports to: The Board of Trustees

Summary: The Library Director is responsible for all aspects of the day-to-day operations of the Library in accordance with the policies adopted by the Library's Board of Trustees. As such, the Director supervises all other Library staff with the Department Head and advises the Board of Trustees on new hires. The Director has overall responsibility for collection development and oversight of all library services. The Library Director works with the Board of Trustees on strategic (long-term) planning.

Administrative/Supervision

1. Carry out Library Policies as adopted by the Board of Trustees and make policy recommendations to the Trustees. See Section 1 of Georgia Public Library- Policies and Procedures.
2. Attend Board of Trustee meetings and report on library operations.
3. Work with the Board of Trustees to prepare the annual budget.
4. Prepare Purchase Orders for Board of Trustee Treasurer to coincide with the Town's Accounts Payable schedule.
5. Work with the Board of Trustees on strategic planning and implementing the long-range plan.
6. Maintain contact with the Department of Libraries (DOL) on a regular basis, including yearly reporting for standards, and Annual State Data Report.
7. Prepare annual report for the Town.
8. Maintain contact with County libraries.
9. Coordinate with Library Trustees, Selectboard and Town Manager on maintenance of the physical Library plant and grounds, including maintenance of equipment such as computers, copiers, software, etc.
10. Supervise and evaluate (annually) library staff, with the department head and advise the Board of Trustees on new hires. Train, and schedule library staff, substitutes and volunteers.

11. Develop and review staff job descriptions in collaboration with the Library Trustees.
12. Attend meetings of the Friends of the Library and advise on projects to benefit the Library, including public relations, and fund-raising activities.
13. Research Grant opportunities / write grant applications.

Patron Service

1. Ensure a high level of patron service and attentiveness from staff
2. Assist patrons with reference and reader's advisory needs.
3. Assist patrons with use of public computers and digital services.
4. Respond to patron complaints and suggestions.

Community Relations

1. Implement initiatives that inform the community of Library services and programs.
2. Maintain the schedule for the community room
3. Develops, and implements a consistent marketing and public relations strategy that supports the library's mission and strategic goals.
4. Develops and produces messages that communicate the value of library products, services and programs to the public.
5. Edits the content, appearance, usability and efficacy of all promotional and programming materials and newsletters to insure the desired message and image is presented.
6. Works with staff to prepare and distribute appropriate promotional materials and displays for programs.
7. Assists staff with developing outreach techniques and programs.

Collection Development

1. Work to build and improve the Library's collection of print, non-print, and digital materials to reflect community needs and interests.
2. Seek out community input in developing the collection.
3. Keep abreast of publishing trends.

4. Oversee the organization of the library collection and placement of materials.
5. Weed the collection periodically to keep it current and fresh.
6. Handle donation of materials.

Other

1. Maintain Library participation in the statewide interlibrary loan system.
2. Serve as the Library's representative to the relevant Consortia.
3. Purchase supplies

Qualifications

1. Enthusiasm for the role of public libraries as community hubs, centers of learning and transformative institutions.
2. Masters of Library Science plus two years of experience working in libraries *OR* a Bachelor's Degree and a minimum of five years experience working in libraries, preferably as a librarian or library director in a public or community library.
3. Vermont Certificate of Librarianship preferred.
4. Experience working with the public.
5. Knowledge of integrated library systems.
6. Strong communication skills and computer skills
7. Remain current with reviewing tools
8. Attend at least two (2) professional development opportunities per year, as per minimum standards for Vermont Public Libraries.

Library Assistant: Outreach and Materials Processing *

Overdues: Run overdue list weekly, outreach to patrons following established overdue procedures

Holds: Run holds in KOHA every 2 hours. Ensure that patrons are receiving books they have requested.

Materials Processing: Ensure that periodicals, new acquisitions, and donations are shelf ready, except for cataloging. Assist with weeding as assigned, including running circulation history, pulling books, deleting them and maintaining records. Repair/ mend as necessary.

Displays: Strive to provide visually attractive displays for reading themes and programs to enhance the services the library offers. Displays should be refreshed on a regular basis. Update outdoor sign regularly.

Programming: Organize and enact programming as needed.

Library Assistant: Programming and Interlibrary Loan *

Interlibrary Loans: Process CLOVER & KOHA lend/loan requests in a timely fashion, maintaining all necessary data. This includes Large Print materials from Central Collection.

Data Collection: Create Spreadsheets and maintain accurate statistics for all aspects of library operations, including but not necessarily limited to- patron visits, computer use, programming (passive and active), interlibrary loan, etc.

Programming & Promotion: Gather ideas regarding programming. Schedule & enact a variety of passive and active programming for both adults and youth, coordinate Summer Reading Program including finding & coordinating volunteer assistance, maintain white board, use social media channels to maintain excitement & awareness about the library. Post weekly updates in Wowbrary, ensure website is updated regularly.

Storytime Liaison:

Offer weekly developmentally appropriate storytime.

Storytime will include: books, crafts, songs, finger rhymes and opportunities to practice school readiness skills: sharing, taking turns, speaking to other children and adults, attending to books in a group setting.

Act as a resource to community services

* Both positions will also:

Patron services: check books in and out, answer reference and computer questions, provide assistance accessing ListenUp! VT and VT Online Learning, hoopla and provide reader advisory when sought

Answer the phone and respond to phone messages promptly

Schedule Community Room

Shelve materials accurately

Shelf read

Maintain cleanliness and order in the library

Maintain patron records, including issuing library cards and necessary updates

Follow opening and closing procedures

Other duties as assigned

job description - Search Result x +

Search Results in Documents job description

Sort View Search options Close search Details

Home	Job description and work agreement MG ... Date modified: 12/3/2025 3:30 PM C:\Users\GPL\OneDrive\Documents Size: 10.0 KB Job Description and Work Agreement for Assistant to the Library Director Mindy Grange Summary of ...
Gallery	Job Description work agreement JM 1203... Date modified: 12/3/2025 3:29 PM C:\Users\GPL\OneDrive\Documents Size: 9.63 KB Job Description and Work Agreement for Library Assistant Jessica Moore Summary of Duties and Resp...
Desktop	Library Director Job Description Date modified: 2/24/2023 3:37 PM C:\Users\GPL\OneDrive\Documents\Personnel Size: 61.7 KB 2.5.1 Library Director Position: Library Director Hours: 40 hrs a week. Reports to: The Board of Trustees ...
Downloads	Job Description and Work Agreement for ... Date modified: 7/8/2022 2:56 PM C:\Users\GPL\OneDrive\Documents\Personnel Size: 17.8 KB Job Description and Work Agreement for Library Substitute</wt> </wr> </wp> < Holly Fortune Sum...
Documents	Library Director Job Description BTScheck... Date modified: 6/29/2022 10:10 AM C:\Users\GPL\OneDrive\Documents\Personnel Size: 61.5 KB 2.5.1 Library Director Position: Library Director Hours: 40 hrs a week. Reports to: The Board of Trustees ...
Pictures	Job Description and Work Agreement for ... Date modified: 5/11/2022 2:31 PM C:\Users\GPL\OneDrive\Documents\Personnel Size: 17.8 KB Job Description and Work Agreement for Library Substitute</wt> </wr> </wp> < Mary Margaret Lars...
Music	Director Job Description Date modified: 12/13/2019 10:20 AM C:\Users\GPL\OneDrive\Documents\Personnel Size: 17.6 KB 2.5.1 Library Director Position: Library Directo... Authors: GPLVT
Videos	head library clerk job description Date modified: 1/13/2017 2:50 PM C:\Users\GPL\OneDrive\Documents\blp Size: 141 KB
GPLVT	Job Descriptions 041023 Date modified: 5/2/2023 1:18 PM C:\Users\GPL\OneDrive\Documents\Personnel Size: 49.3 KB LibraryAssistant:OutreachandMaterialsProcessing* Overdues: Run overdue list weekly, outreach to...
Screenshots	Job Descriptions 032822 Date modified: 2/10/2023 2:45 PM C:\Users\GPL\OneDrive\Documents\Hiving Size: 46.8 KB Library Assistant Outreach and Materials Processing * Overdues: Run overdue list weekly, outreach to...

178 items

Library Director job description Summarize

BE BenEbert <eberticus@gmail.com>  Fri 12/19/2025 4:10 PM
To: Nicole Jamison

-  2023.03.13 Library Trustee Mi... 53 KB
-  2023.04.17 Library Trustee Mi... 52 KB
-  2024.02.20 Library Trustee Mi... 52 KB

3 attachments (157 KB) Save all to OneDrive - Town of Georgia Download all

Hi Nicole,
I'm contacting you in regard to the last time the Library Director job description was updated and voted upon. I was serving as Trustee chair at the time. The last update to the job description occurred during the February 2023 Trustee meeting when we changed the position from hourly to salaried. The update was voted on and accepted during the March 2023 meeting. Those meeting minutes were accepted by the board during the April 2023 meeting. Please find the attached minutes from those three meetings.

Thanks!
Ben Ebert

Reply Forward