



**Holderness Free Library**  
866 Route 3 P.O. Box L  
Holderness, NH 03245  
603-968-7066  
[www.holdernesslibrary.org](http://www.holdernesslibrary.org)

## **HOLDERNESS LIBRARY DIRECTOR**

### **JOB DESCRIPTION**

#### The Position

Under the direction of the Board of Trustees, the Library Director is responsible for the development and management of all Library services, personnel, and facilities, with a goal to provide the highest quality Library service to the Holderness community and local area. Toward that end, the Director must keep the Board regularly informed of the needs of the Library and make recommendations in matters of operation and policy. Having just completed a successful capital campaign and major renovation of the Library, program development is a significant focus for us. We expect the Director to demonstrate a spirit of friendliness, helpfulness, cooperation, and flexibility with the public, the Friends of the Library, the Library Board of Trustees, Select Board, and Town employees, and maintain professional conduct in all aspects of the job. Library Director is a full-time position.

#### The Town

Holderness is a small central New Hampshire town of about 2200 residents with a significant increase in population during the summer months. Located in the foothills of the White Mountains and along the shore of the Squam Lakes, its largely rural nature helps protect its unspoiled beauty. Holderness and the surrounding towns have wonderful educational, cultural, recreational, and commercial assets as well. The Holderness Library Director and the Town of Holderness have an especially good working relationship. You may visit our Library website ([www.holdernesslibrary.org](http://www.holdernesslibrary.org)) for more information about current services and programs.

#### Responsibilities

##### **Core Services**

The Director shall:

- Develop and maintain Library collections via materials selection, procurement, processing, and weeding, as well as maintain an accurate public access catalog.
- Evaluate collection use, including tracking of circulation, membership, and usage trends.
- Respond to research, reading, and other media requests and information needs.
- Develop and deliver innovative programs for children, teens, and adults and promote literacy
- Promote maximum use of the Library collection and facilities by offering programs, workshops, classes, space for meetings, and other services needed by the community.
- Keep abreast of, and implement as needed, new and existing technologies.
- Encourage membership in the Friends of the Library and support their activities.

## **Financial Management**

The Director shall:

- Direct the annual budgeting process, including preparation, review, and submission of a budget based on the philosophy and goals of the Library.
- Direct and supervise cost effective expenditures of public funds.
- Manage revenues (fines, gifts, etc.), handle insurance and related financial matters.
- Actively seek grants and other forms of outside funding.
- Approve and code bills and pass them weekly to the Town of Holderness bookkeeper for payment.
- Assist the Board of Trustees and the Friends of the Library with fundraising activities.

## **Personnel Management**

The Director shall:

- Hire, train, motivate, and supervise Library staff.
- Set job responsibilities and performance objectives and standards.
- Involve staff in Library programs and decision making with regular staff meetings.
- Establish work schedules and monitor attendance and related matters.
- Provide opportunities for continuing education and retraining.
- Develop self-evaluation models and perform annual evaluations of all staff.

## **Physical Plant, Grounds and Equipment**

The Director shall:

- Inspect physical plant, grounds, and equipment and make recommendations for improvements.
- Determine need for repairs and arrange with contractors and/or public works officials for appropriate repairs.
- Request and analyze bids. Provide regular reports on status of improvements.

## **Planning and Evaluation**

The Director shall:

- Identify the needs and expectations of the community, and propose recommendations for improvements.
- Work with the Trustees to develop a strategic plan. Implement the plan with regular reports on progress and revisions as needed.
- Research new technologies and services.
- Regularly review optimum use of facilities and provision of services, including hours of operation and staffing.

## **Community Outreach**

The Director shall:

- Keep the public informed about Library services and policies by regular communication using newsletters, newspapers, and other appropriate local news outlets.
- Update and maintain the Holderness Library website.
- Serve needs of community through outreach to schools, and community organizations, and by providing programs, publicity and surveys.
- Assist the Friends of the Library with their outreach programs.

## **Professional Development**

The Director shall:

- Attend professional meetings and network with peers.
- Prepare annual self-evaluation in preparation of Board annual review of performance.

## **General Governance**

The Director shall:

- Recommend and formulate policies in support of above responsibilities.
- Set the agenda for Board meetings.
- Provide timely reports for Board meetings.
- Keep the Board informed on operational and policy issues.

In addition to the above, the Director shall be responsive to staff and the public and demonstrate professional conduct at all times.

## The Process

If you are interested in this position, please send a resume, cover letter, and two letters of recommendation, to [librarydirectorholderness@gmail.com](mailto:librarydirectorholderness@gmail.com) or Att: Holderness Library Search Committee, PO Box L, Holderness, NH 03245. No phone calls, please. An onsite interview is required. Physicals with drug and alcohol screening and background checks are also required for all new hires. The deadline is January 15, 2018; interviews will follow soon thereafter.

## Minimum Education and Experience Requirements

Bachelor's degree from an accredited institution (Library, Media, or Information Science preferred); Masters of Library and Information Science or Masters of Library Science preferred. Three to five years of relevant library work experience and personnel management strongly preferred. Strong background and skills in a broad range of current library and media technologies.

Salary Range: \$40,000 to \$50,000

## Minimum Physical Requirements

Applicant must be able to bend and stretch while shelving books, stand for several hours at a time, carry at least 40 pounds, be comfortable climbing stairs, and perform light general maintenance. The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Benefits: Benefits are the same as full-time employees of the Town of Holderness.