



City of Caribou

Municipal Building
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Library Director Job Description Last revision: August 2016

Title: Library Director
Reports to: City Manager
Grade: 8
Salary Range: \$47,722.32 to \$50,957.73 annually
Status: Exempt

Job Description: The Library Director is responsible for planning, directing, and coordinating all activities of the library. Subject to guidance provided by the City Manager and the Library Board of Trustees, this employee works independently in supervising the operation of the library.

Job Duties and Responsibilities as a Library Director:

- Supervise all library staff, including overseeing their training, duty assignments, and evaluation.
- Administer a professional-grade fundraising program
- Actively seek grant funding and prepare grants
- Participate in library hiring process as directed by the City Manager
- Develop an annual library budget and capital budget in conjunction with library trustees.
- Attend all Library Board of Trustees meetings, act as secretary at those meetings, and maintain all Board minutes
- Prepare and audit weekly library payroll for city office, prepare and audit library invoices for payment by city office in a timely manner
- Keep abreast of professional periodicals for purposes of acquisitions and general knowledge
- Maintain standards of the library profession in order to attain the objectives of the library program
- Respond to users concerns/complaints
- Coordinate special library programs with local organizations and schools, arrange for tours and use of the facilities. Approve building use requests
- Maintain library collection and equipment
- Select materials for adult and young adult, books, movies, DVDs, e-books, etc.
- Prepare and maintain city, state, and other reports as necessary
- Develop and maintain good working relationships with supervisors, employees, and other department heads
- Prepare adopt-a-magazine requests

- Oversee building and ground maintenance
- Prepare and/or coordinate displays and exhibits
- Keep staff members abreast of courses, workshops, and conference that are offered to help further staff knowledge of library
- Conduct in-house library class/training for staff as deemed necessary
- Work with contractors, etc. to coordinate/overs capital projects
- Maintain and supervise Library IT systems.
- Other duties as required

Position Requirements:

- Commitment to public service
- Supervisory skills
- Thorough knowledge of professional principles, methods, materials, and practices pertaining to library work
- Possess ability to prepare and present effective oral and written information materials related to the activities of the library
- Ability to analyze library needs and services, and evaluate and balance the community needs to this service. Ability to analyze operation and administrative problems. Ability to modify organizational procedures to meet changing conditions.
- Ability to establish and maintain effective working relationships with community leaders, public officials, professional groups, the general public, and other library employees.
- Ability to plan, lay out, supervise, and prioritize the work of subordinates
- Thorough knowledge of reader interest levels and wide knowledge of books, reference materials, and audio-visual materials and e-books.
- Working knowledge of an automated library circulation/catalog program
- Ability to maintain confidentiality
- Ability to use modern office equipment and programs including but not limited to Microsoft Office Suite as well as basic web development and social media skills
- Sense of humor

Desirable Experience and/or Training:

- At least 3 years full time experience as a librarian or 3-5 years of full time teaching experience. Supervisory experience strongly preferred.
- A 4 year degree in library science, Masters in Library Science strongly preferred.
- Library database software experience strongly preferred

Working Conditions & Physical Demands:

- Work is performed in a normal office environment subject to frequent interruptions, not subject to extreme variations of temperature, noise, odors, etc.

- Operates computer, printer, photocopier, scanner, shredder, voice recorder, fax machine, and other basic office equipment.
- Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects up to 25 pounds.