

The Ogunquit Memorial Library seeks Library Director

Job Description

Position reports to: OML Board of Trustees

In keeping with the mission of the OML, the Library Director is responsible for developing and supporting all efforts necessary for maintaining OML as a successful free public library. The Director will inspire a warm and welcoming atmosphere for all people at the library.

Duties and Responsibilities

Assumes all administrative functions for successful operation of the Ogunquit Memorial Library

Expects and cultivates excellent, effective, professional communication for OML

Drafts and recommends library policies to the Trustees for approval

Directs the development and maintenance of the library collection of books, periodicals, and other materials

Fosters a warm, welcoming, inclusive atmosphere in the OML for all people

Prepares regular reports as required for Maine State Library and to the Trustees

Monitors library services and program utilization by the community and responds with **appropriate** future planning

Oversees building and grounds security and maintenance in collaboration with the Trustees

Purchases equipment and supplies

Oversees all technologies utilized in the library including but not limited to phones, printers, computer systems

Stays informed of current developments in professional library management and utilizes services of MSL, ALA, Southern Maine Library District, and other relevant organizations

Assists the Board of Trustees in long-term planning for the library

Seeks assistance from the President of the Board of Trustees as needed

Financial Operations

Understands OML's status as a nonprofit 501(c)(3) which relies on an endowment and public funding

Prepares the annual operating budget in collaboration with the Board Treasurer

Represents the library before Town Boards and the public when requesting municipal funding

Administers and monitors expenditure of library funds to stay within approved budget

Works with Board Treasurer to review monthly reports and keep abreast of various funds and accounts

Identifies, pursues and supports all fundraising efforts in collaboration with the Board of Trustees

Prepares grant proposals for state agencies, foundations and other organizations to fund programs

Oversees proper accountability for specific grants and directed gifts

Communicates between Board, staff and volunteers

Public Relations

Understands and employs the ethics and values of the library profession

Manages communication of the OML including printed material and online platforms

Pursues public relations opportunities to engender good will and promotion of the OML

Develops cooperative relationships with community organizations and town committees

Participates in public and media events to effectively advocate for the library

Personnel Management

The Library Director is the immediate supervisor of all library personnel

Recruits, hires, trains, evaluates all staff and volunteers, and when necessary, conducts terminations

Assigns duties, scheduling, defines staff responsibilities, and maintains payroll information

Expects and promotes a warm, welcoming, harmonious work environment for everyone at the library

Supports and creates opportunities for staff professional development

Performance Review

Annual evaluation by the Board of Trustees

Qualifications

Master's Degree in Library Science preferred but not required

Previous library work preferred, including time in the supervision of a library department or similar environment

A combination of education and experience which demonstrates the ability to successfully meet the requirements of the position will be considered

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.