

***Londonderry Leach Library
Position Description***

Position Title: Library Director

Department: Administration

Reports to: Board of Trustees

Date: April, 2000

Summary

Responsible for the development and administration of all library functions, resources, and daily operations. Implement policy as set by the Board of Trustees. Maintain good working relationships with the Town of Londonderry and the Londonderry School District.

Essential Job Functions

- Direct the daily operations of the library to ensure high quality and cost effective services.
- In conjunction with the Board of Trustees, develop annual budget. Manage allocated funds.
- Oversee financial operations of the library and approve invoices for payment.
- Make recommendations to the Board of Trustees regarding library policy.
- Provide for staff training and continuing education.
- Develop, monitor and maintain library collection.
- Prepare annual library reports.
- Ensure that the library's physical plant and its electrical, mechanical, heating and ventilation systems are properly maintained.
- Serve as the library's personnel administrator.
- Promote the library to the Londonderry community via speaking engagements, public relations and publicity.

Other Duties and Responsibilities

- Serve on committees for state and regional library organizations.
- Maintain awareness of current library trends by reading professional literature and attending workshops, conferences and seminars.
- Perform other duties as required.

Skills/Experience/Training Required

- Master's degree in Library Science from an American Library Association accredited institution plus five years related experience, including three in a supervisory capacity, or equivalent combination of education and experience.
- Thorough knowledge of current library science principles and practices.
- Knowledge of budgeting and personnel administration.
- Ability to supervise, direct and evaluate a work staff comprised of professional and paraprofessional staff in full-time and part-time capacities.
- Ability to maintain effective working relationships with the Board of Trustees, subordinates, other Town officials, community groups and other libraries.
- Ability to access the trends relating to library services and effectively plan in order to meet those trends.

Supervisory Responsibility

Accountable directly or indirectly through subordinate managers for all library staff. Carries out supervisory responsibilities in accordance with library policies and applicable laws. Responsibilities include interviewing, making hiring recommendations to the Board of Trustees, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Working Conditions/Physical Demands

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Must use computer keyboards requiring good eye-hand coordination.

Involves travel to meetings.

The above statements are intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all responsibilities and duties required.

Library Director, Leach Library, Londonderry, NH

Posted June 11th, 2021

Description:

The Londonderry Leach Library Board of Trustees is seeking a new director for this busy, mid-size New Hampshire library. The Library Director reports to the Board of Trustees and works with a management team to facilitate, for example, personnel supervision, collection development, and programming for all ages.

Londonderry is renowned for its excellent school system, proximity to a range of recreational areas, and for its warm and friendly community. Serving a population of more than 26,000, the library has an annual budget of over \$1.3 million.

The job of Library Director is a salaried position with a salary range of \$82,000 – \$100,000, commensurate with experience, and an excellent benefits package.

Minimum qualifications are an ALA accredited Master's Degree in Library Science, or a closely related advance degree, five years of experience managing the operations of a mid-size library, and strong budgetary knowledge. Essential skills include excellent internal and external communication that inspires the community and motivates the dedicated staff.

How to apply:

Send a cover letter, resume, and three professional references to dplante@londonderrynh.org or mail to Leach Library Board of Trustees, 276

Mammoth Road, Londonderry, NH 03053. Review of applications will begin **July 29, 2021**, and the process will remain open until filled. No phone calls please.

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