

Waterboro Public Library

Librarian Job Description - October 2017

Description:

The Librarian reports to the Town Administrator, and works with an advisory Board of Trustees. The Librarian manages all phases of library operations and is expected to work successfully with staff, the Board, town officials, and the wider community. With a staff currently including five persons, the library is open to the public 29 hours a week from a 1920s-era former two-room schoolhouse that has been updated and equipped with state of the art technology, a modern meeting space, and small reading nook. The library serves the town of Waterboro and cardholders from a number of other local communities. The current annual budget is approximately \$101K with supplementary income from activities sponsored by the Friends of the Waterboro Public Library and grants.

Requirements:

A Master's degree in library science or equivalent is ideal; significant experience in library setting(s) with managerial/administrative responsibility, including responsibility for budget management; and knowledge of and experience with current technologies applicable to public libraries, or equivalent experience.

Essential qualities:

The ideal candidate will:

- Have a proven track record as a supportive and collaborative manager who can identify local needs and develop short and long-term work and strategic plans. They will also possess the ability to build effective relationships with library staff, patrons, volunteers, community partners, local government, the Board of Trustees and the Friends of the Library.
- Be an effective communicator with excellent written and verbal skills, and be able to reach a variety of audiences through a variety of means.
- Possess a demonstrated knowledge of library materials and resources, an understanding of and experience with public library collection development practices.
- Be an effective spokesperson and powerful advocate for the library.
- Be able to creatively manage the planning and implementation of library programs and forums.
- Be knowledgeable about and experienced with current and growing-edge uses of technology in libraries and possess a willingness to continue to learn.
- Have a sense of humor and the ability to be flexible in a variety of situations.

Salary and benefits:

The salary range is \$35 - \$40K annually, DOQ. Benefits include life, dental and health insurance for employee, 12 holidays, vacation and sick time, mileage reimbursement, 457 or Maine PERS retirement contribution. Other benefits available at some or all employee expense include disability insurance, vision care and health insurance for spouse and family.