

JOB TITLE: PUBLIC LIBRARIAN

Qualifications: BS or BA degree, MLS or MLIS, preferred
Certified or Certifiable as Vermont Librarian, preferred

Reports to: Stamford Community Library Board of Trustees

Job Summary:

The Librarian is responsible for the day to day administration of the library. They are responsible for collection development, patron service, programming and budget preparation. The Librarian is responsible for the expenditure of library funds and is knowledgeable on current library technology. The Librarian helps to promote community relations and works within the parameters of the library policy, developed by the Library Board of Trustees.

The Librarian strives to provide an enriched library environment with a wide variety of print and non-print materials. The Librarian invites intellectual growth and assists all patrons in taking full advantage of library resources.

1. Administration:

- a.** Works with the Board of Trustees in the regular re-evaluation of the library's written statement of objectives and set of policies
- b.** Works with the board in establishing long-range goals for the library
- c.** Prepares monthly narrative and annual statistical reports to the Trustees, embodying the library's current progress
- d.** Compiles yearly circulation reports based on predetermined categories
- e.** Prepares the report for the Annual Town Report and supplies the VT Department of Libraries with annual statistical data
- f.** Keeps a record of all materials purchased or donated as gifts
- g.** Writes grant proposals and implements them when funded
- h.** Maintains all library equipment, furnishings, etc.
- i.** Trains, supervises and evaluates library personnel, including volunteers
- j.** Acts as an agent of VALS (Vermont automated Library System)
- k.** Assumes additional responsibilities as required

2. Financial Matters

- a.** Works with the Board Treasurer to prepare annual budget for Board approval
- b.** Works with the Board Treasurer in the expenditure of annual library budget funds

. Volunteers

- a.** Recruits, trains and supervises substitutes and volunteers

4. Collection Department

- a.** Orders, maintains and organizes a collection that meets the needs of the community
- b.** Weeds the collection when necessary by evaluating each book in regard to its condition, usage and up-to-date information
- c.** Conducts an inventory on all print and non print material

5. Activities and Special Services

- a.** Offers programs that meet the cultural, recreational and informational needs of the community, including special events and story hours for children whenever possible
- b.** Maintains the library's website and makes use of local and social media for publicizing special events and important library news
- c.** Plans and implements special activities. (e.g. Children's Book Week, National Library Week and the Summer Program)
- d.** Assists patrons who require materials for the blind and visually impaired

6. Professional Development

- a.** Attends VLA meetings when possible and keeps abreast of activities in the state by taking part in workshops and other opportunities for continuing education