

**Hoboken Public Library
Position Description
Library Director
Adopted by the Board of Trustees, February 23,
2021**

Organizational Role:

The Library Director provides overall vision and leadership to ensure that the Hoboken Public Library achieves its aspirations, mission and goals to providing exemplary service to the entire Hoboken community. In collaboration with the Library Board of Trustees and under their direction, the Library Director is responsible for the complete management and oversight of all library operations.

Essential Functions:

Leadership and Administration

- Leads and manages the Hoboken Public Library's day-to-day operation including personnel administration, budget planning, expenditures and oversight, and capital planning and administration.
- Develops best practices to ensure that the library's mission is achieved and that the goals and objectives in the library's strategic plan are consistently attained.
- Provides leadership, guidance, and direction to library staff so they are fully aware of and engaged with the library's strategic directions and understand their role in helping the library achieve success.
- Recruits, mentors, and develops an exceptional staff who are supported and consistently encouraged to develop innovative ideas for serving the community.
- Fosters an environment where all staff contributions are recognized and valued.
- Establishes a collaborative team environment throughout the library to ensure that everyone works as partners to achieve the library's vision and mission.
- Establishes department goals and works with managers to develop performance expectations and provide the resources necessary for success.
- Supports professional development for staff at all levels by encouraging their participation in workshops, seminars, webinars, and professional associations.
- Establishes an organizational chart and staffing plan to ensure that the library is positioned to meet and anticipate community needs for library service.
- Monitors all library expenditures, and coordinates regular statistical and financial reports to the Library Board. Prepares statistical and financial reports for the monthly

Library Board meetings, writes annual reports, and prepares the annual library state aid application. Develops new metrics and measurements to assess library use and performance.

- Serves as the library's chief spokesperson and is recognized as an influential and respected leader by other for-profit and not-for-profit organizations in Hoboken and by the entire community.

Relationship with the Board of Trustees

- Works collaboratively with the Board of Trustees, its committees, and Executive Committee to achieve consensus on the overall vision, mission, and goals for the library and to identify strategies and funding for implementation.
- Provides opportunities for Board members to learn about Hoboken, regional, state, national issues affecting the library.
- Promotes and facilitates the Board's active engagement in advocacy and development activities including interaction with potential donors and other community thought leaders.
- Recommends policies, programs, plans, building and technological improvements related to library operations.
- Informs the Board and community monthly about library accomplishments and trends.
- Provides administrative support to the Board of Trustees including the development of the monthly meeting agenda and supporting materials, and preparation and distribution of board packets.
- Works in partnership with the Board of Trustees president to solve problems, assess Board performance, identify potential board members, provide an orientation for newly appointed members and ensure that Board meetings are productive and informative.

Community Relations

- Works closely with the Friends of the Hoboken Public Library and Hoboken Public Library Foundation to support the library's vision and mission.
- Represents the library at the Bergen County Cooperative Library System (BCCLS), the New Jersey Library Association and American Library Association.
- Develops and maintains a positive, open relationship with the City of Hoboken Municipal Administration and City Council.

- Works with groups and individuals in the city to determine how the library can meet the needs of the community, develops partnerships to deliver services, and solicits feedback about the library's performance.
- Works with the Library board and its committees to develop and implement consistent messaging to the community about all the library offers through a comprehensive and far-reaching marketing and communication plan.

Human Resource Administration

- Maintains overall human resource oversight for the library including compliance with all federal, state, county, and municipal employment laws and practices.
- Serves as the appointing officer for the Civil Service Commission, coordinates hiring, promotions, and termination with Civil Service Commissioners.
- Ensures that all full and part time salary budget targets are met.
- Interviews candidates for positions at the library in consultation with managers and appoints those who can best assist the library in achieving its vision.
- Ensures that all employee policies are up to date applied equally throughout the library.
- Ensures that every employee or position has a job description that accurately reflects his or her responsibilities.
- Actively supports equal opportunity opportunities consistent with the library's employment policies and is committed to building a diverse library workforce.

Financial Oversight

- Maintains overall financial oversight for the library including the preparation of the annual operating and capital budget that projects resource needed for staffing, salaries and wages, benefits, collection development, and other costs.
- Provides timely and complete financial reports to the Board of Trustees including the annual audit.
- Ensures that the library's accounting staff performs their duties in a manner consistent with state and federal requirements as well as generally accepted accounting principles.

Development Activities

- Actively promotes awareness and library use so that development efforts are favorably considered when the community is asked for support.
- Plans major fundraising initiatives in consultation with the Board of Trustees, Friends of the Library and Library Foundation.
- Secures grants to support library program and capital initiatives.
- Monitors and evaluates service delivery methods and procedures, identifies and implements changes necessary to improve library's operational efficiency.

Facility Oversight

- Actively participates in all aspects of capital planning and project implementation for library and historical building renovation projects.
- Works with the Facilities Director to ensure compliance of high standards for the operation and maintenance of library facilities and develop recommendations for the upkeep and expansion of library facilities.

Other Responsibilities

- Responds to inquiries involving library related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.
- Plays an active role in developing, implementing, and evaluating library programs to respond to community needs.
- Ensures equal access to all library services for library patrons.

Education and Experience

The library director must have a master's degree in library and/or information science from an ALA-accredited program and a minimum of five years of library experience including three years of supervisory/administrative experience. In addition, the director must currently hold or can receive the Professional Librarian's Certificate issued by the State of New Jersey within the first year of employment. The director will have a demonstrated passion for the work of libraries and a thorough knowledge of current trends, technologies, and "best practices" for library service.

Knowledge, Skills and Abilities

Comprehensive knowledge of:

- Current issues and trends in public libraries.
- Sound financial management practices.
- Human resource/talent management; team building, collaboration, consensus management, and planning skills; staff development and training.
- Marketing and communications.
- Emerging library technologies.
- Facilities and space design.
- Relevant laws and regulations.

The ability to:

- Analyze library service needs and develop innovative ideas to provide effective services to meet community needs and demands. Embrace change and implement recognized techniques and strategies to build commitment and acceptance of such changes.
- Actively support and develop a culture of inclusivity and equity creating a welcoming environment for all internal and external stakeholders.
- Plan and supervise the work of a large and diverse staff in a team environment. Manage effectively in a unionized and Civil Service environment.
- Communicate with others, both verbally and in writing, to effectively provide thoughtful, timely and accurate information across all organizational levels in a professional manner.
- Establish and maintain effective working relationships with library patrons, local governing officials, community leaders, professional colleagues, the Board of Trustees, library advisory groups, and the community at large.