

Purpose and General Description of Job

Manages the Greenwich Library System consisting of multiple locations and supported by a partnership of public and private funds. In collaboration with the Board of Trustees and Board committees, develops department policy, long term strategy, and initiatives to improve library services for the community.

Essential Duties and Responsibilities

- Provides innovative leadership in the overall administration of the Library; develops, assesses, and implements the library's strategic plan, working closely with the Board of Trustees.
- Prepares the public and private annual operating and capital budgets and submits to the Board of Trustees for approval; appears before the Board of Estimate and Taxation, the Representative Town Meeting and the Peterson Foundation trustees to present associated budgets and Library projects/operations.
- Directs and controls the expenditure of funds within the constraints of approved budgets to assure consistency and conformance with established goals and objectives; submits budget requests within the guidelines of funding authorities.
- Manages the Deputy Director and other supervisory personnel; establishes staff performance standards and best practices. Manages customer service issues and responds appropriately.
- Directs all personnel actions (e.g. selection, termination, evaluation, etc.); administers labor contracts, including grievance procedure.
- Recommends and implements policies to be established by the Board of Trustees. Actively participates in projects and fund-raising activities of the Board of Trustees and its committees; provides staff support as needed.
- Attends community and professional meetings and promotes strategic plan and policies to community groups, public officials, potential/current donors, and the general public.
- Anticipates needs of an increasingly diverse community and develops new cultural events and programs in response.
- Ensures all facilities are properly maintained; directs building and grounds maintenance.
- Keeps abreast of developments in library trends and best practices applicable to Library operations.
- Performs other duties as assigned.

Qualifications

Knowledge, Skills & Abilities:

- Expertise in library administration and non-profit budget management, as well as facilities management and management of public/private partnerships.

- Excellent verbal and written communication skills. Must be able to prepare and deliver effective presentations to board/committee members, donors, and the public as needed.
- Ability to think strategically and develop objectives in achievement of long-term goals.
- Good interpersonal skills to develop and maintain cooperative and productive relationships with Friends of Greenwich Library, community groups, current/prospective donors, board/committee members, staff, government officials and the general public.

Education and Experience:

Master's Degree in Library Science from an ALA-accredited program required and minimum eight years of public library experience preferred with five or more years of management/administrative experience in libraries; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities to perform the work required.

Licenses and Certifications:

None required.

The above statements are intended to describe the general nature and level of work being performed by this position.