



## **Library Director, Dublin, New Hampshire**

### **Introducing Dublin NH**

Warm and welcoming, the town of Dublin with a population of 1,556 is situated in the beautiful Monadnock region. The Public Library, first opened in 1902, is a historic gem and is seen by the community as the town's treasure.

The library is far from sleepy. We have a lively and evolving collection and modern technological resources to reflect the changing nature of Libraries. We offer and invite programs that create an exciting gathering space for everyone.

Based on the NH 2022 Library Survey, we had 1,167 in-person visits and 3,134 online visits. These numbers are respectively 130% and 177% relative to our peer cohort of 10 towns with an average population of 1,704.

### **Our Ideal Director**

The Director will possess exceptional interpersonal and communication skills. They will foster a collaborative and cooperative work style with staff, Trustees, and other town department heads. The Director is an active budget and policy development leader. The successful candidate will be an integral part of the community and comfortable in managing planning and assessing library user needs.

The director will be responsible for the managerial, administrative, and financial management of the library. They will also oversee the collection, service patrons, supervise staff and volunteers, and partner with the town administrator.

The director will play a pivotal role in implementing our *Better Together* strategy that imagines, creates, and delivers *lifelong learning programs and information services*. We do this in partnership with other town organizations.

### **Responsibilities**

- Leadership and overall management for the library;
- Knowledge of current and evolving library regulations and trends
- Operational management of staff, budget and initiatives
- Presentation of monthly reports/dashboards representing usage, activity, and financial updates;
- Promotion of library and library programs through physical and digital channels;
- Maintenance of financial records in accordance with local, state, and federal laws;
- Management and recommendation of policies and procedures;
- Maintenance of records as required by state;
- Supervision of circulation- physical and digital;

**October 24, 2023**

- Management of facilities to provide safe, inclusive, and inviting library space;
- Supervision of all library staff and volunteers;
- Responsible for other tasks and duties as assigned by the Board of Trustees;
- Work to secure adequate grant and external funds;
- Participate in and recommend professional development opportunities;

**Hours:** Approximately 30 hours/week

**Pay:** Commensurate with experience

**Qualifications:**

An ideal candidate will have/is working on an MLS (MLIS) from an AALA-accredited program; alternatively, they have completed/are working on a paraprofessional certification. Professional experience in public library and supervision experience.

**How to Apply:**

Please send a cover letter and resume to [DublinPL.Trustees@gmail.com](mailto:DublinPL.Trustees@gmail.com)

**October 24, 2023**