



## **Employment Opportunity Library Director (Full-Time Exempt)**

Wallingford Public Library, regarded as one of Connecticut's most vibrant public libraries, is seeking its next Library Director. With a community-focused staff, an engaged Board of Managers, and ample financial support from the town of Wallingford, Wallingford Public Library is frequently referred to as Wallingford's special gem.

The Town of Wallingford, population 45,000, is located between New Haven and Hartford, and New York City and Boston. In addition to an award-winning public library, it has a strong public school system, a full-service Senior Center, and an active roster of community programs through its Parks & Recreation Department, YMCA, and Spanish Community of Wallingford. It is home to Choate Rosemary Hall preparatory school and in close proximity to world-class colleges and universities.

Wallingford Public Library is an association library with an annual budget of \$3.5 million, 20 full-time and 33 part-time employees, and a 67,000 square foot modern, well-maintained building. An annual membership campaign and other fundraising activities enhance the strong support the library receives from the Town of Wallingford. Located in the heart of walkable Wallingford, the library has a large makerspace/digital media center known as the Collaboratory, a magical Children's Room, an active Teen Area, several program spaces, and a jam-packed events schedule. The library leadership—the Board, the Director, and staff members in every department—are actively engaged in leading conversations about equity and inclusion in Wallingford.

The next director of Wallingford Public Library will have an extraordinary opportunity to lead an eager and talented team of colleagues, a supportive Board of Managers, and a community that loves its public library.

To apply for this position, send a cover letter, resume, and contact information for three professional references to [wplboardpresident@gmail.com](mailto:wplboardpresident@gmail.com) on or before May 30, 2023.

### **Job Summary:**

Reporting to the Library Board of Managers, the Library Director plans, organizes and directs a comprehensive program of library services for the community, oversees the care and maintenance of the library building and grounds, and administers the library within the policies established by the Board of Managers. The Director is responsible for the supervision of all staff.

This position requires dynamic leadership; excellent communications skills; the ability to establish and maintain effective working relationships with library staff, public and private officials, community partners, and the general public; knowledge of principles, practices and techniques of current public library administration, services, technology, budgeting and finance; and the ability to establish library programs that reflect community interest and needs.

### **Essential Job Functions:**

#### **Planning, Development, & Leadership**

- Directs the daily operation of the library to ensure high quality services and patron satisfaction.
- Initiates and coordinates strategic planning process and monitors progress on goals and objectives.

- Acts as a liaison between the library staff and the Board of Managers. Attends all library Board meetings and reports on library operations and developments. Serves as ex officio member on Board committees.
- Formulates and recommends policies to the Board and implements corresponding procedures.
- Manages and oversees the evaluation and planning of library programs for all ages, the selection and maintenance of library materials, and the purchase and maintenance of technology for the staff and the public.
- Provides leadership and direction for major projects including construction and renovation.
- Evaluates and recommends the library's role in cooperative activities, participates actively on the Libraries Online (LION consortium) Board, and maintains other professional activities.
- Compiles statistics and reports for the Board of Managers, the Wallingford Public Library Association, and the Connecticut State Library.
- Supports library staff in collectively pursuing a shared vision of diversity, equity, and inclusion, creating an environment that celebrates diverse perspectives and experiences.

### **Personnel Management**

- Oversees the hiring, evaluation, and termination, when necessary, of library staff.
- Supervises all personnel and fosters an atmosphere that encourages cooperation and team spirit.
- Administers compensation and employee benefits, including a 403(b) retirement plan.
- Maintains and updates Employee Handbook and job descriptions.
- Encourages professional development, in-service training, and continuing educational opportunities for personnel at all levels.

### **Financial Operations**

- Prepares and submits annual operating budget for Board approval and presents budget to town officials.
- Directs the expenditure of operating funds.
- Administers payroll, accounts payable, and accounts receivable.
- Oversees annual audit and tax return filings.
- Prepares grant proposals and administers grants.
- Administers all insurance including property, casualty, liability, and workers' compensation.
- Collaborates with Board to lead fundraising activities including annual membership campaign and planned giving programs.
- Assists Board with donor cultivation activities.
- Acts as liaison between the Board, staff, and volunteers to ensure effective implementation of fundraising activities.

### **Facility Management**

- Manages the physical plant to ensure proper maintenance and safety for all library users and employees.
- Negotiates and oversees contract services and preventive maintenance.
- Supervises facilities personnel, and recommends repairs and improvements.
- Responds to building emergencies and takes appropriate actions.
- Ensures servicing of all library equipment and furnishings.
- Prepares specifications for competitive bidding, selects vendor based on library purchasing policy, and purchases equipment and furnishings.

### **Public Relations & Professional Development**

- Actively engages in community affairs and maintains strong relationships with community partners.
- Manages internal and external communication about the library; engages with staff to create and implement a marketing and outreach plan.

- Addresses community groups to inform them of library resources and services.
- Maintains membership and participates in professional, state, and regional library organizations.

#### **Required Knowledge, Skills, and Abilities:**

- MLS from an ALA accredited institution.
- Significant experience in library administration in a leadership role in a public library (minimum 3 years, 5 or more years preferred).
- Experience preparing and implementing a budget.
- Experience leading fundraising activities or campaigns highly desirable.
- Excellent oral and written communication skills, as well as excellent interpersonal skills.
- Thorough understanding of library technology and a willingness to adopt and embrace new technology.
- Proven ability to work effectively with board members, staff, community leaders, and the public.
- A commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move throughout the library to access collections, lead programs and meetings, and operate office equipment.
- Remain in a stationary position 50% of the time.
- Communicate with staff and the general public and exchange accurate information.
- Have the visual acuity required to read and view from a computer terminal.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, and copy machines.
- Must be able to transport self to work-related meetings, workshops, conferences, etc.

#### **Benefits & Compensation:**

- Salary range \$94,000-\$135,000, depending on qualifications and experience
- 20 vacation days, 12 paid holidays, 4 personal days
- Medical and dental insurance
- Life insurance for employee
- TIAA 403(b) retirement plan with 7% employer contribution after one year of service

**Disclaimer:** *Nothing in this job description restricts Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects Wallingford Public Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

*Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.*