

Bernardsville Public Library

1 Anderson Hill Road • Bernardsville, NJ 07924

Executive Director Job Posting

Posting Date: July 20, 2022	Application Deadline: August 20, 2022 or until position filled	
Position: Library Executive Director	Date Position will become available: Immediately	
Department: Library	Reports to: Board of Trustees	Overtime Status: Exempt
Position Type: Full Time	Schedule: Monday- Friday/evenings and weekends as needed	
Salary \$85,000 (minimum w/appropriate experience)		Hours/Week: 40

Principal Duties:

The Executive Director is responsible for managing all aspects of the library within the library's plan, policies, and budget as delegated by the Board of Trustees.

Job Requirements: (must be able to demonstrate the following)

- Manages all aspects of the library within the framework of the plan, policies, and budget
- Recruits, hires, trains, supervises, evaluates, promotes, disciplines, and terminates library staff
- Formulates and recommends policies to the Board; implements and reviews policies, procedures, and practices for staff and patrons
- Recommends and administers collection development, including materials selection, uniform and appropriate cataloging, deaccessioning criteria, and conservation and security of materials.
- Directs and supervises expenditures of library funds and tracks spending and income against the budget.
- With the Board's approval, investigates and seeks out additional sources of library funding, including grants and potential shared benefits with other libraries.
- Serves as chief information resource on changing technology and media, keeping abreast of new content management systems and social networking.
- Ability to work within library shared resource systems specifically MAIN.
- In conjunction with the Board Finance Committee, formulates and submits an annual budget that is consistent with the borough budget and financial planning.
- Assists the Board in developing a strategic plan and yearly goals and actions based on the plan.
- Evaluates the effectiveness of library services in relation to the changing needs of the community; plans, organizes and directs a balanced program of library services.
- Maintains effective relationships with Board of Trustees, Friends of the Library, Foundation, community organizations, Borough officials and employees and general public.

Education, Experience & Special Requirements

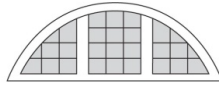
Education: An MLS or MILS from an ALA-accredited institution. Professional certification in compliance with state law.

Experience: A minimum of five years progressively responsible library experience including management and supervision; with at least three in the administrative and supervisory roles.

Special Requirements: Experience with POLARIS/LEAP is desirable

Contact: Send resume and cover letter to directorsearch@bernardsvillelibrary.org

Bernardsville Public Library is an equal opportunity employer.



BERNARDSVILLE

PUBLIC LIBRARY

1 Anderson Hill Road ▪ Bernardsville, NJ 07924
908-766-0118 ▪ Fax: 908-766-2464 ▪ www.bernardsvillelibrary.org

Executive Director Job Description

The Executive Director is responsible for managing all aspects of the library within the framework of the library's plan, policies and budget. This leadership position requires superior organizational skills and a willingness and ability to work independently. The Executive Director is responsible for implementation of library policy, as determined by the Board of Trustees ("Board"), and the supervision of all library personnel. The Executive Director is expected to assess library strengths, weaknesses, opportunities, and challenges, and develop strategies for recommendation to the Board. The Executive Director must deal with day-to-day issues independently, within the scope of his/her authority and library policy.

Qualifications:

- An MLS or MILS from an ALA-accredited institution.
- Professional certification in compliance with state law.
- A minimum of five years progressively responsible library experience including management and supervision; with at least three in the administrative and supervisory roles.
- Personnel management skills and experience.
- Financial management and negotiation skills.
- Technology knowledge, experience and management skills including library cataloging systems.
- Experience with Polaris/LEAP is desirable.
- Ability to work within library shared resource systems specifically MAIN.
- Effective verbal and written communication, social and interpersonal skills.

Responsibilities include:

Library Management:

- Manages all aspects of the library within the framework of the plan, policies, and budget.
- Interprets policies to staff and public.
- Recommends and administers collection development, including materials selection, uniform and appropriate cataloging, deaccessioning criteria, and conservation and security of materials.
- Directs and supervises expenditures of library funds and tracks spending and income against the budget.
- With the Board's approval, investigates and seeks out additional sources of library funding, including grants and potential shared benefits with other libraries.
- Serves as chief information resource on changing technology and media, keeping abreast of new content management systems and social networking.
- Recommends and administers a public relations program.

- Represents the library in professional meetings.
- Accountable for library building maintenance by working with the Borough's Public Works Department, overseeing a preventive maintenance schedule, and ensuring prompt response to emergency facility needs as they arise.
- In conjunction with the Borough Office of Emergency Management, oversees provision of emergency shelter services at the library as needed.

Personnel Management:

- Recruits, hires, trains, supervises, evaluates, promotes, disciplines, and terminates professional and support library staff (except when Board participation is required).
- Reviews library staff job descriptions and revises staffing and job elements when appropriate, in consultation with the board's Personnel Committee.
- Plans and conducts regularly scheduled staff meetings.
- Provides in-service programs for staff training and development.
- Oversees program for volunteers to assist in providing library services.
- Oversees payroll, health insurance and other benefits for all employees.

Board Relations:

- Formulates and recommends policies to the Board; implements and reviews policies, procedures, and practices.
- In conjunction with the Board Finance Committee, formulates and submits an annual budget that is consistent with the Borough budget and financial planning.
- Assists the Board in developing a strategic plan and yearly goals and actions based on the plan.
- Prepares for, attends, and participates in Board and committee meetings.
- Monitors legislative activities related to libraries and keeps Board and library staff informed.
- Orients new trustees and serves as a reference to the Board.

Community Relations:

- Evaluates the effectiveness of library services in relation to the changing needs of the community; plans, organizes and directs a balanced program of library services.
- Communicates the value of library and information services and intellectual freedom to the public and decision-makers.
- Maintains effective working relationships with the Board, Borough officials, Friends of the Bernardsville Public Library, the Bernardsville Library Foundation, community organizations, school groups, outside vendors (e.g. auditor, insurance agent) and the public.
- Represents the library and its objectives and activities to community groups.