

Joseph Patch Library Library Director Job Description

Job Title: Library Director

Job Type: Part-Time

Location: Warren, NH

Salary: \$18

Job Summary:

The Joseph Patch Library librarian is a dedicated and community-oriented librarian to oversee the daily operations of our small-town library. The librarian is passionate about literacy, community engagement, and providing access to resources in a rural setting. This role includes managing library collections, assisting patrons, coordinating programs, and maintaining the library as a welcoming hub for all residents.

Key Responsibilities:

Library Operations & Patron Services:

- Assist patrons in finding and checking out materials, using library resources, and accessing digital databases.
- Maintain the library's collection, including cataloging new materials, shelving books, and handling interlibrary loans.
- Ensure a welcoming, clean, and organized library environment.
- Community Engagement & Programming:
- Plan and lead educational programs, book clubs, story hours, and other community events for all age groups.
- Partner with local schools, organizations, and community groups to promote literacy and lifelong learning.
- Advocate for library services and engage in outreach efforts to increase community participation.
- Displays the library's open sign and flag at the beginning of each business day and secures them at closing.
- Remains current on state and federal laws impacting the library.
- Responsible for transporting interlibrary loan books and materials.

Administrative & Budget Management:

- Manage the library budget, including purchasing books, supplies, and technology.
- Apply for grants and funding opportunities to enhance library services.
- Prepare reports for the town board or library trustees regarding library activities, financials, and needs.
- Prepare annual state reports.

Technology & Digital Services:

- Assist patrons with using public computers, digital resources, and library software.
- Maintain and update the library website, social media pages, and online catalog as needed.
- Stay up to date on emerging technologies that can benefit the library and its users.

Qualifications:

- Bachelor's degree (preferred but not required)
- Experience in library services, community programming, or education is a plus.
- Strong communication, customer service, and organizational skills.
- Proficiency with computers, digital resources, and basic troubleshooting.
- Ability to work independently and as part of a small-town community team.

Work Environment:

- Small-town setting with a close-knit community.
- Flexible schedule, to include evenings and weekends.
- Position may require occasional lifting of books up to 50 pounds, setting up events, and moving materials up to 50 pounds.

Reporting Structure:

The library director reports to the Library Trustees.