

Morrill Memorial and Harris Library

Librarian Job Description (updated September 2017)

- A. The Librarian is responsible for the administration and coordination of all activities, services and programs of the Library, and for carrying out policies adopted by the Board of Trustees.
- B. Responsible for Library planning:
1. Works with the Board of Trustees in long range planning for Library services, improving existing services and suggesting new services;
 2. Works with the Board to evaluate the Library's statements of objectives and policies;
 3. Keeps the Board informed of Library developments and trends in the library world, brings to its attention and shares pertinent written materials and information about state and regional workshops for trustees.
- C. Responsible for financial matters:
1. Works with the Board of Trustees to arrive at an annual budget;
 2. Strives to keep expenditures within budgeted limits;
 3. Keeps an accurate record of transactions and reports them to the treasurer or bookkeeper;
 4. Keeps a record of petty cash expenditures;
 5. Pursues grant opportunities.
- D. Responsible for the Library's collection:
1. Selection of materials for the Library:
 - a. Orders materials in tune with the needs of the community;
 - b. Follows various reviewing media for current books and other materials (e.g. Book List, Horn Book, online resources);
 - c. Encourages requests from community members for materials to be added to the collection;
 - d. Works with individuals and organizations on selection of books and other materials for memorial gifts to the Library.
 2. Cataloging materials:
 - a. Catalogs all acquisitions;
 - b. Enters Library acquisitions into the state union database on a regular basis;
 - c. Weeds the collection periodically.
- E. Responsibility to the Library in terms of growth as a professional:
1. Keeps informed of VT DOL activities and resources; attends workshops and meetings and takes advantage of opportunities for continuing education;
 2. Confers with other area librarians about ways to work together to provide better library service;
 3. Offers time and expertise to area and state organizations to better the library community.

F. Responsibility for organizing volunteers: The Librarian will oversee the recruiting and training of volunteers. This includes the participation of volunteers in any special programs for adults or children as well as assisting with general library duties and in staffing the library when the Librarian is unavailable.

G. Hours and wages: the Library shall be open to the public 20 hours a week. Four hours a week must be after 5:00 p.m. or on Saturday or Sunday. The Librarian's salary is based on 25 hours a week.

H. Requirements:

1. Certification: the Librarian must have necessary computer skills to serve patrons in a timely manner. If the Librarian is not a state certified public librarian he/she shall complete the requirements to become certified;
2. Website: the Librarian shall be responsible for the updating of the Library website;
3. Building: the Librarian shall oversee the cleaning of the Library and maintenance inside and out. This includes periodic cleaning, trash removal, recycling, snow removal and yard work. The Librarian shall oversee use of the building by local groups and organizations according to established Library policies.

Librarian Duties:

Daily:

- a. process ILL requests and returns to other libraries;
- b. shelve books;
- c. supervise volunteers;
- d. read mail and emails.

Regularly:

- a. track overdue materials;
- b. order Library materials, catalog and process items into the collection;
- c. research requests;
- d. shelf read (straighten and weed)
- e. write Library Notes for Strafford News and listserv postings
- f. attend meetings of Board of Trustees and provide oral updates;
- g. set up book displays;
- h. Luv Coop videos and audios: attend meetings; return and gather materials.

Annually:

- a. report statistics to the State Department of Libraries;
- b. plan children's and summer programming.

Ongoing as needed:

- a. organize special programming;
- b. purchase supplies and materials.