

**TOWN OF WINSLOW, MAINE**  
**Position Description**

**LIBRARIAN**

DISTINGUISHING FEATURES OF WORK

This is professional work responsible for the complete operation and services provided by the Town of Winslow Public Library.

An employee of this class is responsible for the daily operation of the library, including scheduling, staffing, policy development and implementation, budgeting, management of library accounts, staff hiring, supervision, evaluation and development, building maintenance and planning. In addition, the Librarian maintains statistics and submits an annual report to the Town and Library Board of Trustees. The employee works with considerable independence subject to the general supervision of the Town Manager.

EXAMPLES OF WORK (Illustrative only)

- ◆ Responsible for the complete planning, coordinating and operating of all aspects of the library.
- ◆ Working with the Town Council, Town Manager, and Board of Trustees, formulates the goals and objectives of the library.
- ◆ Develops and implements all policy and programs created to achieve library goals.
- ◆ Develops new programs and activities for uses of the library.
- ◆ Organizes services and staffing necessary for the operation of the library.
- ◆ Prepares and administers the library budget.
- ◆ Directs overall maintenance of the library facilities.
- ◆ Plans and coordinates cultural and educational programming with other town and state agencies.
- ◆ Is responsible for developing and overseeing all educational programming put on by the library.
- ◆ Prepares monthly and yearly reports on the operation of the library for the Trustees and Town.

REQUIREMENTS OF WORK

- ◆ Thorough knowledge of practices and principles of library administration.

- ◆ Thorough knowledge of the educational and programmatic development of a library.
- ◆ Experience in all aspects of the operations and developing of a library.
- ◆ Experience in personnel management and budget preparation and administration.
- ◆ Ability to provide library services to the diverse members of the community it serves.
- ◆ Ability to establish and maintain effective working relationships with other employees and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Considerable experience in the operation of a library, including internal administrative and developmental activities.

Master's Degree in Library Science or equivalent is preferred.