



**TOWN OF BROOKFIELD**  
**100 Pocono Road**  
**Brookfield, CT 06804**

**JOB OPPORTUNITY**

Recruiter/Contact: Fern Smenyak, Director of Human Resources  
email: [fsmenyak@brookfieldct.gov](mailto:fsmenyak@brookfieldct.gov) Fax: 203-775-4068

Posting Date: November 10, 2016

Job Title/Dept: Library Director – Full Time, Non-Union

Salary: Commensurate With Experience

Closing Date: Until Position Filled

The Brookfield Library in Brookfield, CT is seeking a creative and dynamic leader who is responsible for all phases of library operations including budget development and operation, maintenance of the library property and collection, and implementation of innovative technologies and program planning. The Library Director is expected to contribute significantly to our efforts to provide a new library for Brookfield, from conceiving a new building to advocating in the community for funding approval. Experience preferred. The mission of the Brookfield Library is to be a center of community life, provide resources, programs, facilities and staff to educate, entertain and enrich and inform the entire community. The Library Board is committed to the vision that the Library will continue to grow as a destination for cultural, educational and recreational programs. The Library Director oversees a staff of 4 full time employees and 11 part time staff members and volunteers with an annual budget of \$750,000.00.

The ideal candidate is a self-motivated individual with excellent communication and strong public service skills. Knowledge and experience in executing strategy for public organization, administrative practices, program development and strong technology skills are required plus an ability to plan and coordinate the work of others. Public speaking and successful grant writing experience is required. The position requires building community relationships, working with public officials and community organizations and managing development efforts. The ideal candidate should have a clear vision of the role of the library in the community to work with the Library Board and community groups for a new library program. Job description is attached.

Qualifications: A Master's Degree in Library and Information Science from an ALA accredited program plus 5 years progressively related public library experience, including at least three as an administrator.

Approximate start date of March 2017.

Please email response to: Fern L. Smenyak, Director of Human Resources, Town of Brookfield, 100 Pocono Road, Brookfield, CT 06804; (203) 775-7303 (Phone); (203) 775-4068 (Fax); email address is [fsmenyak@brookfieldct.gov](mailto:fsmenyak@brookfieldct.gov).



## TOWN OF BROOKFIELD JOB DESCRIPTION

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JOB TITLE: Library Director

CLASSIFICATION: Salary Exempt

BARGAINING UNION: N/A

SUPERVISOR: Library Board of Trustees

### GENERAL STATEMENT OF DUTIES:

Participates in and effectively communicates with Town Boards, community and professional organizations. Develops and implements policy, plans and oversees the budget, acquires and directs the staff, maintains the library property and collection, produces a comprehensive program of library services for the community and coordinates the implementation of current technologies.

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### **Responsibilities:**

- Informs the Library Board of Trustees regarding library finances, personnel, operations, services and maintenance by attending monthly board meetings and by submitting monthly and annual director's reports. Provides staff support to the Library Board.
- Drafts and recommends policy to the Library Board; implements policies.
- Analyzes community needs and interests, plans and implements new library services which respond to these.
- Evaluates the effectiveness of existing library programs, services and technology in relation to the changing needs and interests of the community.
- Approves materials for acquisition and withdrawal from all areas of the library collection.
- Develops short-term and long-range goals and plans for collection, services and programs in keeping with the library's mission statement and policies. Works with the Library Board to develop library services to meet present and future community needs.
- Works with the Library Board, New Library Committee, Municipal Building Committee and other community groups to develop and implement plans for a new library.

### **Public Relations:**

- Directs a public relations program to promote and publicize the library's collections, services and programs to the community.
- Works effectively to represent the library in the community and at community events and maintains good relations with the Friends of the Library, town departments, schools and community organizations.
- Attends professional meetings and participates in professional organizations and activities and Board approval.

### **Financial:**

- With staff input, prepares and submits grant requests to state and federal agencies, non-profit foundations and other entities and administers grant funds upon award. Submits any necessary reports to funding body.
  - Prepares the annual budget for Library Board approval, submits budget to Town Controller, and presents budgets to Selectman and Board of Finance.
  - Directs the expenditure of library funds and submits monthly and annual financial reports to the Library Board.
  - Approves invoices for payment in keeping with town accounting protocols.
  - Approves all payroll records.
  - Submits regular "Wish List" to the Friends of The Brookfield Library after consultation and staff.
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## TOWN OF BROOKFIELD JOB DESCRIPTION

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### **Personnel Management:**

- Develops and evaluates library staff and volunteers.
- Works with the Town Department of Human Resources for hiring and dismissals.
- Approves vacation and time off requests.
- Conducts staff meetings.

### **Day-to-Day Operations:**

- Handles correspondence. Delegates responses to routine correspondence to Administration Assistant when appropriate.
- May be responsible for arranging, publicizing and/or managing certain library programs and concerts.
- Monitors the condition of the library building, grounds, equipment, furnishings and collection, and submits requests for maintenance and repairs to the Town Hall.
- Assists in reference work, reader's advisory guidance and circulation work, as needed.

### **Supervision Received/Exercised:**

- Works under the jurisdiction of the Library Board of Trustees to carry out policies approved by the Board, compile job descriptions, assign tasks and determine all capital acquisition needs. Compiles with the Town's requirements for employment as dictated by the Town's policies, procedures and directives.
- Oversees and supervises the library staff, paid and volunteer.
- Performs related duties as required.

### **Education and Training:**

- MLS from an ALA-accredited library school, plus a minimum of 3 to 5 years relevant experience in library administration, including at least 3 years in a supervisory capacity. Thorough knowledge of the principles and practices of public library administration. Outstanding ability to establish and maintain effective working relationships with staff, Library Board, Town Officials, officials of other agencies and the general public.
- Requires current working knowledge of Windows operating system and Microsoft Office software. Experienced with Integrated Library Systems highly desirable (experienced with Evergreen Open Source system preferable). Must be comfortable speaking in public.

### **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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus. Hearing at, or correctable to normal ranges.
  - Current Driver's license, insurance and access to vehicle to attend off-site meetings.
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