BRIDGEPORT PUBLIC LIBRARY

Position Title: City Librarian

1. Duties that are characteristic as to type and level:
   Under the direction of the Bridgeport Public Library Board of Directors, the City Librarian develops, administers, and coordinates the work of the library and staff; performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations. Administers outreach programs and initiates and maintains a public relations program. Recommends new policies and policy revisions to the Board of Directors; implements and administers said policies.

   This is a full time salaried position. The City Librarian serves at the pleasure of and reports directly to the Board of Directors.

2. Typical tasks or assignments:

   a. Fiscal Management
      ♦ Works with the Board of Directors on all fiscal matters.
      ♦ Develops and administers the annual operating and capital budgets.
      ♦ Assists the Board of Directors in the development and administration of Endowment and Annual Campaign Programs.
      ♦ Identifies alternative funding sources and applies for such funds at the direction of the Board of Directors.
      ♦ Provides fiscal reports as required.
      ♦ Administers grant funds, etc. per specified guidelines.

   b. Library Management and Development
      ♦ Works effectively with city officials.
      ♦ Evaluates performance of staff.
      ♦ Recommends staffing for efficient operation of all facilities.
      ♦ Oversees the recruitment, training and professional development of all Library staff.
      ♦ Ensures the effectiveness of any ongoing volunteer program through recruitment, training and recognition efforts.
      ♦ Recommends staffing needs for efficient operation of all facilities.
      ♦ Ensures personnel policies comply with Civil Service and Collective Bargaining procedures, and that such are administered properly.
      ♦ Establishes and administers annual goal setting for staff.
Position Title: City Librarian (cont.)

c. Facilities Management
   ♦ Prepares long and short-term plant facility needs.
   ♦ Coordinates maintenance and improvement of library facilities.
   ♦ Directs capital improvement programs.

d. Outreach
   ♦ Establishes and maintains a close working relationship with the Friends of the Library.
   ♦ Represents the Library at various community, government, and education groups.
   ♦ Oversees development of and administers Library's marketing plan.
   ♦ Oversees technology in all areas of the Library program to maximize services.
   ♦ Participates actively in library and community organizations and associations.
   ♦ Encourages staff to be involved in local, state and national library organizations and in community organizations that relate to the Library's mission.

3. Minimum qualification requirements:
   a. As to education, training, and experience:

      This position requires a Masters Degree in Library Science from an ALA accredited school plus five years of progressively responsible library administrative experience, including three years of supervising professional staff.

   b. As to special knowledge, ability, and skill:

      ♦ Communicates effectively orally and in writing.
      ♦ Maintains thorough knowledge of the principles and best practices of public library administration and the use of technology in delivering library service.
      ♦ Demonstrates efficient time management and attention to detail.
      ♦ Responds appropriately and confidently to the demands of work challenges when confronted with the need for change, ambiguity, adversity, or other pressures.
      ♦ Establishes and maintains effective working relationships with the Library Board, Library Staff, elected officials, city administrators, representatives of other organizations and the general public.

Approved by the Board of Directors – February 14, 2018