Position: Director

Reports to: Darien Library Board of Trustees

Position Purpose:

The Director upholds the core values of Darien Library. The Director serves as the public face of the Library and works with staff and the Board to set a strategic vision which will build upon the Library’s history of excellent patron service and commitment to exceeding expectations. The Director is accountable for: delivering strategic results-driven initiatives; recruiting, developing, and motivating an outstanding staff; assuring the financial and operational stability of the Library both through the town budget process and working with the Friends of the Library to set and reach development goals; effectively communicating the Library’s mission, goals, and objectives to the broader Darien community; and, maintaining an open dialogue with the Board about all of these activities.

Essential Job Responsibilities:

- Actively solicits input from the Board, staff, and community constituents to set a direction for Darien Library in our rapidly changing world and provides leadership in developing, implementing, and delivering upon a strategic plan to turn that vision into reality with results-driven initiatives.
- Supports the objective of providing service to the community at the highest level of any library in the nation of equivalent size and resources.
- Ensures robust marketing and communication strategies to all stakeholders in order to increase awareness of Darien Library’s mission as well as library programs and services through a consistent marketing, branding and public relations program.
- Recruits and maintains an extraordinary staff by inspiring each and every employee and offering exceptional ongoing professional development opportunities. Actively plans for succession and staff changes.
- Values and builds upon Darien Library’s culture of excellence in service to its patrons while promoting inclusion and diversity.
- Encourages thoughtful innovation and creates an environment where staff creativity is supported and praised.
- Understands and manages Darien Library’s vaunted public-private partnership with the Town of Darien by displaying political acumen while forging productive relationships and partnerships with community leaders, elected officials, patrons, and donors.
- Acts as a careful steward of the Library’s financial resources which includes the preparation, presentation, and approval of the Library’s annual town and Friends of the Library operating and capital budgets. This entails attendance at evening meetings of the Board of Selectmen and Board of Finance during the budget season, meetings with officials at other times during the year, and ongoing analysis and dialogue with the Board, staff, and community leaders.
- Collaborates with the Board to develop the Friends’ fundraising goals, and actively participates in reaching those targets.
- Oversees facility maintenance and care and takes the lead in visualizing and bringing to successful completion necessary changes to the Library building, including potential large scale renovations.
- Actively engages with staff and patrons in the Library by participating in programs, leading from the front, and pitching in to get things done.
• Oversees the preparation of agendas, monthly reports of library business and information concerning service activities for meetings of the Library Board.
• Observes all relevant laws and regulations.
• Represents Darien Library at professional meetings locally, regionally, and nationally.

**Qualifications:**
A Master’s Degree in Library Services is required, as well as five years of supervisory experience at a senior management level in a public library, three years of leadership/administrative experience in the operation of a library or other service organization, and a proven track record of achievement in initiating, leading and completing projects that have advanced the goals of the organization. The successful candidate will also demonstrate excellent interpersonal and communication skills, be successful in promoting library services to the community, and possess comfort with and skill in fundraising and development activities. The Board will expect a candidate to have a demonstrated passion for the work of libraries and a thorough knowledge of current trends, technologies, and "best practices" for library services. Capital campaign experience a plus. Necessary personal attributes include innate empathy, humility, and a sense of humor.