



## PELHAM PUBLIC LIBRARY

### Library Director Pelham Public Library

The Board of Trustees of the Pelham Public Library seek a creative, outreach oriented, enthusiastic leader to serve as Director. The right candidate will be a hands-on Director with knowledge of emerging technologies in library services, programming, and strategic planning.

The Pelham Public Library is located in a southern New Hampshire border town, with easy access to major highways, urban areas, and the natural resources of New England. The library has a service area of over 6,000 patrons, a collection of over 30,000 items, circulates nearly 60,000 items per year, and hosts thriving children's, teen, and adult programs. The Friends of the Library are a supportive and growing group.

**Qualifications:** The successful candidate will have an MLS from an ALA-accredited university and at least three years administrative work experience in a public library setting. Specifically, the applicant should have demonstrated abilities in collection development; customer service; personnel and financial management; program development; library technologies and applications; public relations and fund-raising. The applicant must demonstrate excellent interpersonal abilities, including proficiency in working as part of a team, leading others, and interacting with the public.

The new Director will be responsible for communicating the mission of the library to the community. Vision, organization, and excellent communication skills are therefore essential attributes for the position.

**Job Responsibilities:** The Director is responsible for administration of all library operations. The Director develops, prepares, and submits the annual budget request for the Board of Trustees' approval, and monitors and controls expenditures for the building, books and materials, supplies, and salaries. The Director manages four full-time employees, as well as additional part-time staff and volunteers.

The Director supervises the library's Collection Development Program.

The Director actively participates in community outreach with the public, community leaders, local officials and institutions; maintains liaison with Friends of the Library, the Historical Society, Pelham schools, and other community groups.

The Director and Emerging Technologies librarian monitor tech trends and evaluate their usefulness in the library and implement when appropriate.



## **PELHAM PUBLIC LIBRARY**

This is a full-time (40 hour) salaried FLSA exempt position. Salary is \$60,000 to \$66,000, commensurate with experience and qualifications. . The position includes excellent benefits and membership with the NH Retirement system.

**Closing Date:** January 31, 2018

To apply, send a letter including a statement about your interest in the position and applicable experience, along with your resume, to [ppldirectorsearch@gmail.com](mailto:ppldirectorsearch@gmail.com)

Web Site: <http://pelhampubliclibrary.org>