



# **Salem Free Public Library**

## **Head Librarian Job Description**

### **GENERAL STATEMENT OF DUTIES:**

- Reports to Library Board of Directors and serves as ex officio member
- Develops and implements library policies and operating budget
- Accounts for all monies received and expended
- Recruits, trains, directs, schedules and evaluates staff
- Supervises volunteers
- Evaluates the quality of library services
- Oversees library facilities and reports problems
- Stays informed of developments in library management
- Oversees acquisition of materials
- Maintains good library practices
- Maintains records and files reports
- Applies for public and private grants
- Perform other library duties as assigned

### **HOURS AND BENEFITS:**

- 37 hours per week
- Qualifies to receive pro-rated benefits as related to Town of Salem policy

### **QUALIFICATIONS:**

- Master of Library Science from accredited university or is eligible to graduate from same within 2 years
- At least 5 years of library experience
- Administration experience including budgeting, purchasing, managing, and hiring of personnel
- Excellent customer service and communication skills
- Strong computer skills