

TOWN OF WALPOLE
Library Director

DEPARTMENT: Walpole Town Library

EMPLOYMENT STATUS: Full-time, 40 hours per week

JOB SUMMARY: Responsible for planning, organizing, directing, and managing all aspects of the library in conformity with Trustee policies and municipal and state law and regulations.

EXPERIENCE:

- Master's degree in library science from an institution accredited by the American Library Association
- 2-3 years of experience in a Library setting
- Previous supervisory experience, including both employees and volunteers
- Demonstrated library management and leadership experience with financial and planning responsibilities.

REQUIRED SKILLS:

- Ability to interact effectively with staff, patrons, the Board of Trustees, Town leadership and peers in the library community
- Knowledge of current resources, programs and services available to libraries and how to implement those resources
- Experience with digital media including social media, web design and maintenance
- Ability to configure, use and maintain an Integrated Library System and online catalog (e.g. KOHA).

SALARY AND BENEFITS:

- Commensurate with background & experience. \$38K-\$43K plus generous benefits package

HOW TO APPLY:

- Cover letter and resume should be emailed to DirectorSearch@walpoletownlibrary.org or mailed to the following address:

Walpole Library - Director Search
P.O. Box 729
Walpole, NH 03608

EEO Statement: The Walpole Library is and Equal Opportunity/Equal Access/Affirmative Action employer. The Walpole Library is committed to creating an environment that values and supports diversity and inclusiveness and encourages applications from qualified individuals who will help us achieve this mission. The Walpole Library prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, or expression, disability, veteran status, or marital status, genetic information and political orientation.