Resumes and cover letters should be submitted to Peter Rice at pmrice@chebeague.net by March 12, 2022

**CHEBEAGUE ISLAND LIBRARY**

**LIBRARY DIRECTOR**

**Position Description**

The Chebeague Island Library, with almost 13,000 volumes, is seeking a new Library Director. The Director is responsible for the library’s general administration, operations, outreach, specified below, and other duties as assigned by the Board of Trustees (“the Board”). The Chebeague Island Library is a 501(c)(3) organization partially funded by the Town of Chebeague Island. This is a part-time, on-site position, between 30-35 hours per week. Salary is competitive.

Reporting to the Board of Trustees, the Library Director’s tasks or duties include:

1. General administration

 Develop budget with Board members; manage the budget throughout the year

 Prepare regular reports for the Board

 Attend all meetings of the Board (except for some Executive Sessions)

 Recruit, train, and schedule employees and volunteers

 Ensure buildings and grounds are well maintained

Provide professional advice to the Board on library matters, policies and procedures;

Assess and advise the Board on needed technology upgrades; maintain the Library’s webpage and social media presence

 Assist Board, and any subcommittee, with fundraising

 Assist the Board in applying for and administering grants

 Responsible for daily office operations including managing mail and communications,

 such as providing notice of Hall activities

Provides professional advice on library matters to the Board of Trustees, including professional educational opportunities

Other duties as assigned by the Board of Trustees.

1. Library operations

 Maintain a warm, welcoming environment for patrons, employees and volunteers

 Develop the library’s collection, including selection of books, periodicals and media

 Monitor and report to the Board on patron counts, etc., which depict library activities

 Monitor all aspects of the library’s computer network

 Maintain and update the online catalog using Atriuum.

 Serve at the front desk when needed

1. Outreach

 Serve as liaison to the community, including other non-profits

 Work with the Chebeague Island School to develop and implement programs for its students

 Promote the use of library services to foster learning and community participation.