



**-Position Posting-**

**Director of Meriden Public Library Services**  
**City of Meriden Connecticut**

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**The City of Meriden, Connecticut, population 60,838 is seeking candidates for a Director of Meriden Public Library Services.**

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**Director of Library Services – Meriden Public Library**, Meriden, CT is seeking an experienced, community-oriented, visionary leader for the full time position of Library Director. Reporting to a Library Board of Trustees appointed by the Meriden City Council and coordinating operations with the City Manager, the Director will be responsible for managing and providing leadership in planning, directing and coordinating all library activities.

The position will manage a \$2+ million dollar operating budget, supervise 27 FTE staff in a facility with over 200,000 volumes and a growing collection of downloadable materials and online resources. The Library also provides services to the community via a bookmobile. The position works with other municipal departments, community leaders, community organizations, and the Meriden Board of Education to identify and meet community needs.

Salary range: \$95,000 – \$105,000

If you are interested in this excellent career opportunity, please submit your application and resume to the City of Meriden, Human Resource Department, 142 East Main Street, Meriden CT 06450 or online at:

<https://tinyurl.com/meridencareers>

This position is open until filled.

For additional information or if you are interested in learning more about the City of Meriden please visit our website at: <https://www.meridenct.gov/>

The City of Meriden shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

EEO/M/F/QID

## **-Community Background-**

**The City of Meriden is a thriving, diverse, full service mid-size city located in central Connecticut, within minutes of New Haven and Hartford, the state capital. Meriden is a community of 60,838 residents knit together by award winning schools, spirited civic, service and cultural groups, and activities. Our City includes 24 square miles with well-preserved geological features, over 3,000 acres of municipally owned park space and 74 different recreational areas. We are located at the "Crossroads of Connecticut" and conveniently located just two hours from New York City and Boston. Meriden has its own Water & Sewer Facilities, Meriden Markham Airport, a centrally located Public Library, two high schools, Hunter Memorial Golf Club (ranked in the top ten of public golf courses in CT), and a wonderful linear trail system. The City of Meriden operates under City Manager/City Council form of government with a popularly elected Mayor, elected Board of Education and 25 appointed boards and commissions.**



**City Hall, Meriden CT**



**Castle Craig, Meriden CT**



## **MERIDEN PUBLIC LIBRARY LIBRARY DIRECTOR**

### **NATURE OF THE WORK**

Under the direction and review of the Library Board of Trustees as defined by CT General Statutes Sec. 11-33, this position plans, organizes, directs and manages all aspects of library services including personnel, collection development, and library operations. The Director prepares and implements a budget, works with community members and officials to develop programs that are responsive to community needs, recommends policies to the Library Board of Trustees and ensures that they are properly implemented.

### **EXAMPLES OF ESSENTIAL WORK**

#### **Planning and Policy Making**

Maintains ongoing assessment of community needs and library services, and implements and evaluates programs to ensure needs are met

Maintains established mission, goals, and objectives of the library

#### **Fiscal Management**

Prepares and administers annual operating budget

Prepares and administers annual capital improvement projects budget

Oversees the preparation of grant proposals to State agencies, foundations and other possible funding sources

Administers grants according to specified guidelines

Works with Friends of Library and other community organizations to develop fund raising and library awareness activities

#### **Personnel Management**

Hires, fires, evaluates and disciplines Library staff according to City and Union personnel contracts

Administers personnel policy according to City's Personnel Manual and Union contracts

Directly supervises the department heads of Reference and Collection Development, Circulation, Community Services, Youth Services, Technical Services, and the Business Operations Technician

Provides for in-service training and continuing educational opportunities for personnel at all levels

Provides leadership in establishing effective working relationships and communication between staff

Ensures high productivity and quality public service; encourages creativity and initiative

#### **Library Program Management**

Directs the daily operation of the library to ensure highest quality services

Coordinates and analyzes library operations and functions to ensure accuracy, efficiency, and quality

Proposes and reviews library policies for Library Board of Trustees' approval

Ensures selection and withdrawal of library material in keeping with collection development policy

Attends all Library Board of Trustees meetings

Reports on library operations and developments and library trends

Acts as a liaison between the library staff and the Board of Trustees

Represents the library and is an active participant at local, state, and regional library organizations

### **Property Management**

Monitors the physical plant to ensure proper city maintenance and safety for all library users and employees

Recommends Library repairs and improvements to City Maintenance Staff

Responds to building emergencies and takes appropriate actions

Ensures servicing of all library equipment and furnishings

Gathers information for the City Purchasing Agent who writes specifications for competitive bidding, and selects vendors based City policy and procedures

Ensures that city service contracts serve the best interests of the library

### **Public Relations**

Actively involved with community affairs

Promotes the dissemination of information about the library to the public through appropriate media

Addresses community groups to inform them of library related resources and services

### **MINIMUM QUALIFICATIONS REQUIRED**

MLS from an ALA accredited institution

Significant experience in library administration in a leadership role

Experience in strategic planning

Thorough understanding and working knowledge of current library technology

Proven ability to work effectively with board members, staff, community leaders, and the public

Strong oral and written communication skills, strong management skills

Experience preparing and working with a budget

Involvement in state, local or national library associations

Some experience with fundraising

Approved by Library Board of Trustees, March 26, 2018