



TOWN OF SOUTHINGTON

The Town of Southington is dedicated to serving the people of Southington. We are looking for like-minded, dynamic individuals to come and join our team.

EXECUTIVE DIRECTOR SOUTHINGTON PUBLIC LIBRARY & BARNES MUSEUM

SUMMARY

The Executive Director oversees the operations of all library departments and the Barnes Museum; directs the development and maintenance of the library building and the Barnes Museum; and formulates library and museum policies for review by the Library Board.

Department:	Southington Public Library
Hours:	9:00am – 5:00pm, M-F, some nights may be required; 35-hour workweek
Location:	255 Main Street, Southington, CT
Salary:	\$103,045
Union:	N/A
Reports to:	Town Manager
Essential Duties and Responsibilities:	<ol style="list-style-type: none">1. Being an active member of the Southington community, skilled at community partnerships and collaboration2. Work with a variety of town stakeholders to carry out the mission of the Library and Museum3. Be enthusiastic about the changing trends in public libraries4. Promote an institutional culture that is responsive to the needs of the community5. Lead the staff and the library in a highly professional manner, fostering teamwork, collaboration and trust6. Articulate the viability of the library as the trusted center of information, community engagement, creativity, and learning7. Determine a technology strategy and technological needs8. Be responsible for managing the operations of the Barnes Museum, an historic homestead with an extensive archival collection of diaries, documents, and land records dating back to the 1740s9. Establish appropriate service levels and allocate resources including staffing accordingly10. Monitor and evaluate service delivery methods and procedures; identify and implement changes necessary to improve operational efficiency11. Maintain membership in state and national professional organizations and attend appropriate meetings and workshops

Essential Duties and Responsibilities:	12. Stay abreast of new trends and innovations in the field of public library management 13. Develop the Library and Museum's budget 14. Oversee the management of Library and Museum's collections
Minimum Qualifications:	Master's Degree in Library Sciences from an accredited college or university, preferred, and seven (7) years of progressively responsible library administration experience required including at least two (2) years in a supervisory capacity; OR Any equivalent combination of education, training and experience as described above.
Education and Experience:	1. Five (5) years of progressively responsible library administration experience, including three (3) years in supervisory capacity, or equivalent administration and supervisory experience 2. Experience in strategic planning, fundraising and historical preservation practices, preferred 3. Familiarity with dealing with collective bargaining employees and contracts 4. Experience with developing presenting and overseeing financial budgets
Physical Demands:	The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hand-eye coordination is necessary to operate computers and various types of tools and equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; use of hands and fingers to handle, feel, or operate objects, tools or controls and reach with and arms. Occasionally required to bend, crouch or kneel. Occasionally must lift and/or move up to 25 pounds.
Benefits:	Include CT Municipal Employees Retirement System (CTMERS) Pension Plan, generous time off (personal days, vacation, accrued sick leave, including 12 full days & 2 half day holidays) & insurance package (medical, dental, vision care, prescription and life.)
Terms of Employment:	N/A
Evaluations:	Performance to be evaluated annually by the Town Manager
Job Posted:	11/19/2024
Application Close:	12/3/2024
How to Apply:	Job ID 2955 https://www.applitrack.com/southingtonschools/onlineapp/admin/_admin.aspx#Report

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position.
 Equal Opportunity Employer*

Contact: Lara Nichols, Human Resource Director ~ nicholsl@southington.org

Reviewed:
 November 2024