



### **Sutton Free Library Director (30-40 hours a week)**

The Sutton Free Library (SFL) seeks a Director who will be engaged, enthusiastic, and passionate about supporting the Library and the residents of Sutton.

The Sutton Free Library (SFL) is a small rural library serving a town of approximately 2,000 residents. Many programs and services are relatively new to the community as an aggressive revitalization of the library is underway. The SFL Director reports to the SFL Board of Trustees and may serve more than half of their allotted work hours as a solo staff member. Staff members wear numerous and varied hats in this patron-focused environment. A strong command of technology is highly valued while appreciation for classic library processes is essential.

#### **Key Responsibilities:**

- Oversees daily library operations, including hiring and management of staff.
- Communicates regularly and consistently with the SFL Board of Trustees and the Town of Sutton.
- Oversees and updates library communications to the community, including through the website and social media.
- Envisions and interprets community needs to inform materials selection and programming.
- Develops and recommends an annual budget, in collaboration with the Board of Trustees, and tracks and administers expenditures.
- Advises the Library Board on operational, fiscal, staffing, and facilities issues.

#### **Knowledge, Skills, and Abilities:**

- Well organized and able to multi-task and provide quality customer service.
- Positive and effective communications skills with library patrons, the Town of Sutton, Board of Trustees, and other constituencies.
- Experience in public library administration.
- Understanding of state and federal statutes regulating public libraries.
- Strong proficiency in computers, library technology, internet, and social media. Experience with the Apollo or other OPAC systems is preferred.

#### **Educational/Professional Requirements:**

- A bachelor's degree from an accredited college or university.
- Three to five years of relevant library work experience.

Essential Functions:

- Ability to stand for extended periods; reach overhead; use hands, fingers; bend, stoop, and kneel.
- Ability to lift and carry materials weighing up to 50 pounds; operate a wheeled book cart weighing up to 140 pounds.

Compensation: Minimum salary is \$42,000, commensurate with experience and qualifications. Competitive benefits package including health, vacation, short-term and long-term disability. Employees of the SFL are also eligible for a generous leave policy.

To apply: Please submit a cover letter and resume to [SuttonLibrarySearch@gmail.com](mailto:SuttonLibrarySearch@gmail.com). Applications will be reviewed as they are submitted and the position will remain open until filled.

