



Do you love books, people, and building community? The Roxbury Free Library is looking for a new Library Director to lead with heart, vision and curiosity.

About Us: The Roxbury Free Library is seeking a creative, collaborative and enthusiastic Library Director for our rural, small-town library located in Roxbury, VT. Our mission is to develop and nourish the spirit and imagination of all individuals in our community and to enrich their knowledge and understanding. We will provide free access to library services, programs, resources, and information. Our vision is to keep our library relevant in a complex world.

About our Town: Roxbury is a tight-knit, diverse community of unique, passionate characters, population 690. Nestled in a valley with steep hills, we are surrounded by natural beauty, and easy access to outdoor recreation. Our elementary school was recently shuttered, and the library is poised to be an essential link for maintaining and building community connections as it continues to serve the whole community in new ways.

The Position: The Director oversees all library functions including long term planning in conjunction with Trustees; collection development and maintenance; programming development and implementation; financial management; technology use and maintenance; providing technical services, reference and readers' advisory; supervising staff and volunteers; marketing of the library and its offerings; as well as the administrative duties of the library including policy support and implementation and monthly reporting to the Trustees and annual reporting to state and federal library agencies. This position is for 15 hours per week, 11 are open library hours and 4 are paid administrative hours. As some duties in and around the library can be physically demanding, expect to be able to lift approximately 30 lbs.

Hours & Salary: This is a 15-hour per week position. Evening and weekend hours are required. The salary is commensurate with qualifications, experience and skills, ranging from \$18 to \$23/hr. As a library employee, this position is offered vacation, sick and personal hours each year.

Our ideal applicant: The successful candidate will be outgoing in the community, self-motivated, creative and organized, have computer and finance skills, and a working knowledge of social media and/or digital outreach methods. We seek someone who is able to work with patrons of all ages and backgrounds, has strong communication and interpersonal skills, and an interest in community engagement. Knowledge of the KOHA operating system and Ingram Services for material purchasing is also desired. A driver's license and reliable transportation will be beneficial.

Qualifications: Salary commensurate with qualifications, experience, and skills. ALA-accredited degree in Library and/or Information Science -or- Vermont Library Certification is preferred. A candidate with an Associate's or Bachelor's degree and experience in the library field will be considered if willing to earn the Vermont Library Certification within two years. All finalists will need to pass a background check before assuming duties.

To Apply: Please send an email including a cover letter, resume, and three pertinent references and their contact information to: trustees@roxburyfreelibrary.org, or mail the above materials to: RFL Director Search Committee, PO Box 95, Roxbury VT 05669. We are an Equal Opportunity Employer. **Accepting applications on a rolling basis until a suitable candidate is found.** Position to begin as soon as possible after hiring.