LIBRARY DIRECTOR
Gale Library, Newton, NH

The Gale Public Library has an immediate opening for a personable, innovative library director to manage the operations, services and resources of the library. The library serves a population of approximately 4600 residents in the town of Newton, located in southern New Hampshire right on the NH/MA border. Newton is about an hour from Boston, the seacoast and the mountains; major highways are easily accessible.

**Position Summary:** Under the supervision of the Library Board of Trustees, the Library Director is responsible for the operations of the library according to policy established by the board of trustees and per New Hampshire RSA’s and for the development and implementation of its service program, including:

- Works closely with the Board of Trustees to set goals and policies.
- Assists in the preparation of and administers the budget
- Responsible for the design and implementation of services and programs for users of all ages
- Organizes the development and maintenance of library collection
- Hires and supervises all assistants, substitutes, volunteers
- Oversees the maintenance and safety of the physical plant

A full job description may be viewed at [https://www.newton-nh.gov/gale-library](https://www.newton-nh.gov/gale-library)

**Minimum qualifications:** A Bachelor’s degree from an accredited college is required; a Master’s degree in Library Science or a related field (or equivalent certification) is preferred plus a minimum of 2-3 years of professional, public library experience (or equivalent job experience), including staff supervision and working with the public. Excellent interpersonal and communication skills, ability to multitask, proven skills in organizational management and administration, and proficiency with technology are required. A background check will be required.

**Salary and Benefits:** Full-time, 40 hours per week position; may include occasional evenings or Saturday. Annual salary in the range of $59,000 to $61,000, commensurate with education and experience.

Benefits package includes health, dental, short-term disability insurance and NH Retirement.

**Closing Date:** Applications for this position will be accepted until the position is filled.

**Address:** Resumés, including a cover letter & 3 reference contacts, 2 of which must be professional, may be mailed to:

Gale Library Board of Trustees
PO Box 329
Newton, NH 03858

Or submitted via email to: galelibraryreads@gmail.com
with Library Director Position in the subject line