

## Library Director, Town of Bethlehem

The Town of Bethlehem is seeking a Library Director to develop, manage, administer, supervise and direct the programs and activities of the library, including collection, circulation development, community outreach and events.

### Responsibilities include:

- Overseeing daily library operations
- Scheduling
- Program planning for adults and children
- Assisting the Library Board in developing long and short-term goals
- Developing the annual budget and presents the budget to the Board of Finance
- On-going training and development of staff
- Statistical reporting
- Grant writing
- Supervising building maintenance
- Supervising professional staff
- Participating in local, state and national professional organizations

### Requirements:

- MLS or demonstrable training in library science.
- Knowledge of library principles, intellectual freedom, copyright, collection development, patron confidentiality, and ethical standards
- Strong communication, organizational, and administrative skills
- Proficiency with computers, library software, and digital communication tools
- Supervisory experience preferred

Salary: \$25-\$30/hour depending on experience

35 Hours/week may include evenings and weekends

Benefits: Holidays and paid time off

Deadline: April 24,2026

Send resume to: [search@bethlehemlibraryct.org](mailto:search@bethlehemlibraryct.org)