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VILLAGE OF JEMEZ SPRINGS *Municipal Office*

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LIBRARY DIRECTOR Job Description

The Library Director is a key leadership position responsible for planning, organizing, and directing all services, operations, and programs of the public library to best serve the community. This role ensures compliance with federal, state, county, and municipal laws, codes, ordinances, and resolutions while fostering a welcoming and inclusive environment for all patrons. The Library Director reports directly to the Mayor of the Village of Jemez Springs and serves as an at-will employee.

Essential Functions:

- **Strategic Leadership and Vision:**
 - Employ library science principles, national and New Mexico library trends, technological advancements, and community assessments to guide the library's future.
 - Collaborate with the Village Team, Library Staff, Library Board, and Friends of the Library (FOL) Board to develop and implement strategic initiatives.
 - Establish and maintain partnerships with community organizations, businesses, and other stakeholders to enhance library services and programs.

- **Administrative and Operational Management:**
 - Prepare and submit narrative and statistical reports to the Mayor, Trustees, Library Board, Friends of the Library, and the State Library as required.

- Actively participate in Library Board activities, including recruitment, training, policy review, and agenda preparation.
 - Engage with the Friends of the Library Board, propose and manage annual budgets, and oversee expenditures.
 - Attend evening and weekend meetings and programming as needed to support library initiatives and community needs.
- **Supervision and Staff Development:**
 - Provide leadership, training, and supervision to library staff, independent contractors, and volunteers.
 - Advocate for and implement policies, procedures, and facility improvements to ensure a safe and inclusive work environment.
- **Library Services and Programs:**
 - Plan and organize short- and long-range services, programs, and events for all age groups, leveraging community talents and partnerships.
 - Host and conduct library programs, ensuring they align with community needs and interests.
 - Oversee collection development in accordance with established policies.
 - Plan for technology acquisitions and upgrades to support digital literacy and maintain high-quality internet services.
 - Evaluate and improve library processes, including the Apollo/Biblionix integrated library system.
 - Maintain and update the library's website, social media presence, and business listings.
 - Participate in the Sandoval Library Consortium and Sandoval Digital Library to provide access to downloadable eBooks and audiobooks.
 - Perform routine library duties as needed.
- **Financial Management:**
 - Prepare budget recommendations, grant requests, and manage expenditures across multiple funding streams.

- **Facilities Management:**

- Identify and report maintenance, repair, and improvement needs for the library building's interior and exterior.
- Recruit volunteers and utilize FOL funds to maintain landscaping and other facility-related projects.

Required Knowledge, Skills, and Abilities:

- Strong understanding of library principles and current challenges facing libraries.
- Knowledge of the social service needs of rural communities and how libraries can address them.
- Excellent verbal and written communication skills.
- Proficiency in computer and emerging technologies.
- Ability to read, analyze, and interpret business and professional journals, financial reports, and legal documents.
- Skill in addressing inquiries and complaints from patrons, regulatory agencies, and the community with sensitivity and professionalism.
- Ability to prepare and present information effectively to management and public groups.
- Strong problem-solving skills, including the ability to define issues, collect data, establish facts, and draw valid conclusions.
- Supervisory and management experience is highly desirable.
- Ability to manage multiple income streams and budget categories effectively.

Education and Experience:

- A Master's Degree in Library Science is preferred.
- Experience in a public, academic, or school library setting is highly desirable.
- A combination of education and experience demonstrating the ability to meet the position's requirements will also be considered.

Special Requirements:

- Must obtain New Mexico State Library Librarian I certification within one year of employment via NMSL.
- Must possess a valid driver's license.

Physical Demands:

- Frequently required to stand, walk, sit, use hands to handle or feel, and reach with hands and arms.
- Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Must frequently lift and/or move up to 25 pounds.
- Specific vision abilities include close vision and distance vision.
- Occasional attendance at off-site meetings is required.

Work Environment:

- Occasionally exposed to outside weather conditions.
- Noise level is typically quiet.
- Required to operate standard business office equipment, including computer hardware.

Accommodations:

- Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.