

Library Director Job Description

The Taft School seeks a director for the Hulbert Taft, Jr. Library. The library plays a central role in the educational and cultural life of the school and is committed to providing quality resources, services and support that will meet the challenges of educational, societal, and technological change while maintaining the traditional role of the library as a locus for the academic life of the Taft community. The library houses more than ten distinct collections, with the Main Circulating Collection comprising the bulk of the Library's 55,000 print volumes, as well as digital resources encompassing over 70 databases. The library is staffed 86 hours each week while classes are in session.

Responsibilities of the director position include:

- the overall administration of the library program;
- staff supervision of one reference librarian, one technical services librarian, and eight staff;
- acquisition, circulation, cataloging, and maintenance of collections/database subscriptions;
- participation on in the Taft School Education Policy Committee related to academic affairs;
- preparation and oversight of the library budget;
- setting quality of standards for service excellence;
- implementing library policies and procedures;
- strategic planning and development of long term goals to maintain the alignment of the library with the mission of the School;
- active participation in the co-curricular, athletic, and residential programs;
- other duties as assigned by the Headmaster.

The ideal candidate will have an ALA accredited Master's Degree in Library or Information Sciences and at least five years experience as a professional librarian. Additionally, candidates should have:

- familiarity with the goals, objectives, and mission of an independent college preparatory school;
- the ability to communicate a strong library image;
- ability to work in a team environment exercising flexibility and initiative;
- enjoy working in a diverse and demanding educational community;
- a great sense of humor, sensitivity and compassion.

Review of applications will begin immediately and will continue until the position is filled. Interested applicants should send resume, cover letter, and reference list to Edie Traina (etraina@taftschool.org) 110 Woodbury Rd. Watertown, CT 06795.

Founded in 1890, The Taft School is a coeducational boarding school for 590 students in grades nine through post-graduate. Living where they learn, academically talented students from all over the world are guided by an extraordinary faculty on a 220-acre campus in western Connecticut. With the motto "Not to be served but to serve" as a moral foundation, Taft graduates matriculate at our nation's leading colleges and universities. More can be learned about The Taft School at www.taftschool.org.

The Taft School is an affirmative action-equal opportunity employer in accordance with regulations adopted by the Commission on Human Rights and Opportunities. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, mental retardation, mental disability, or physical disability.