**UNIVERSITY OF MAINE**

**JOB DESCRIPTION**

**TITLE:** Director, Margaret Chase Smith Library

**DEPARTMENT:** Margaret Chase Smith Policy Center

**DATE:** February 2, 2024

**REPORTS TO:** Director, Margaret Chase Smith Policy Center

**Purpose:** The Director of the Margaret Chase Smith Library provides vision and leadership for the Margaret Chase Smith Library. The MCS Library is owned by the Margaret Chase Smith Foundation and operated under its auspices by the Margaret Chase Smith Policy Center, University of Maine.

**Essential Duties and Responsibilities:**

* Provides vision and leadership to the four-fold mission of the MCS Library as an archive, museum, educational facility and public policy center devoted to preserving the legacy of Margaret Chase Smith, promoting research into American political history, advancing the ideals of public service, and exploring issues of civic engagement. Responsible for setting goals and objectives including creating strategic plans for the four-fold mission.
* Creates, implements, and expands programs that sustain and promote the legacy of Senator Margaret Chase Smith.
* Responsible for developing and managing the budget in consultation with the MCS Foundation and with the support of the fiscal manager.
* Interacts regularly with the MCS Foundation and provides reports and other information as requested by the Foundation as well as providing reports and other data as directed by the University of Maine.
* Responsible for all operations of the library, including facility maintenance, data security, facility and staff security, user and guest access, and web presence. Must be able to respond to impromptu management needs that requires living in regional proximity to the library in Skowhegan, Maine.
* Responsible for maintaining and communicating policies related to operations in consultation with Human Resources, Information Technology, and other units.
* Responsible for the supervision of all Library and Museum staff, including hiring, onboarding, training, evaluations, and terminations in consultation with the Director of the MCS Policy Center and University of Maine Human Resources guidance.
* Creates and maintains a supportive and effective work environment that fosters collaboration, communication, well-being, high standards, and a commitment to the mission and vision of the MCS Library.
* Builds and maintains positive and productive relationships with external constituencies including state, regional, and national organizations to further the mission and vision of the MCS Library.
* Leads development activities through grant writing, cultivation of donors and annual or other campaigns or digital marketing in consultation with the MCS Foundation.
* Oversees education programs, including school field trips, essay contests and other programs as appropriate to fulfill the education mission of the MCS Library.
* Supervises the creation and distribution of digital, print, and other forms of external communications, including the library’s website and social media accounts, and exploring, developing and implementing platforms for the preservation and access of library materials.
* Represents the MCS Library at community events and professional meetings and serves as primary spokesperson with news organizations and other media.
* Assists with museum curatorial duties.
* Performs other reasonably related duties as assigned.

**Knowledge and Skill Qualifications:**

**Required:**

* Typically has the education associated with MS/MA/PhD in US history, political science or related field or a terminal degree in a field related to library science or museum administration.
* Experience in providing leadership and vision of a nonprofit organization or equivalent.
* Demonstrated budget management experience.
* Demonstrated experience in developing relationships and working with local, state, regional and national organizations.
* Demonstrated excellent oral and written communication skills, including the ability to effectively communicate with a wide range of audiences.
* Demonstrated ability to work independently and as part of a team. Must be self-motivated and directed and able to motivate and lead others.
* Must be able to travel, normally requiring a driver’s license.

**Preferred:**

* Knowledge of history and significance of Senator Margaret Chase Smith.
* Experience seeking participation from and working with diverse audiences.

**Supervisory Responsibility:** This position supervises salaried professionals (three currently) and classified employees (one currently) as well as students and volunteers.

**Work Environment:** The majority of the work is conducted in a typical office environment or within the MCS Library facility in Skowhegan, Maine. Work is also conducted at, and while traveling to, locations outside the library (e.g. the University of Maine, offices of other stakeholders and other meetings).

**Work Year:** Full time, fiscal year.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) may be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate. Some remote work arrangements are possible subject to UMaine remote work policies.

**Position Type:** On going, full time, base budgeted funding provide by the MCS Foundation per MOU between the MCS Foundation and the University of Maine.

**Schedule for Evaluation:** In the initial six months of employment and annually thereafter in accordance with guidelines established in The Handbook for Non-Represented Faculty, Professional and Administrative Staff.

**Job Family/Salary Grade:** 12/07.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.