

## **LIBRARY DIRECTOR**

### **Definition:**

The Library Director is responsible for the administration and supervision of all library activities; all other related work, as required.

### **Essential Duties and Responsibilities:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Responsible for collection development, including selection of materials and weeding of collection; maintains current knowledge of review sources, trends, patron requests and other sources of information; provides guidance to other staff relative to specific collections.
- Prepares required local, state and federal reports.
- Responsible for the submission and administration of departmental budget; reviews bills; prepares warrants for submission to the Town Accountant and Town Treasurer; provides quarterly budget reports for the Board of Trustees.
- Responsible for recruitment, assignment, evaluation and training of personnel; identifies and facilitates continuing education opportunities.
- Promotes and publicizes library activities through the local media.
- Works with the Board of Trustees to develop new services, programs, policies, and procedures; makes recommendations for improvements; attends Board meetings; implements Board policies.
- Assesses the needs of the library for the purpose of long-range planning.
- Identifies, writes, and administers grants.
- Works with the Friends of the Libraries; participates in programming and fund raising.
- Participates in coordination of exhibits and displays.
- Prepares correspondence for the libraries and the trustees.
- Assists staff with issues involving library patrons.
- Performs additional duties in the absence of other staff.
- Performs similar or related work as required, or as situation dictates.

### **Supervision:**

Works under the administrative direction of the Town Manager and the policy direction of the Board of Trustees; work is evaluated for overall effectiveness and accomplishment of goals; the employee independently plans and conducts library programs, in accordance with approved policies and budgets; duties require the exercise of leadership, independent judgement, and initiative in planning and overseeing the administration of the town's public libraries and the development and delivery of library services.

**Supervisory Responsibilities:**

Supervises six full-time and two part-time staff and various volunteers.

**Work Environment:**

- Work is performed under typical library conditions; work flow varies according to various deadlines and cycles; additional hours may be required; the employee is on call to respond to emergency situations.
- The employee operates standard office equipment and library equipment.
- The employee has regular contact with the general public, town departments, vendors, other libraries, community organizations, social service agencies, schools, museums and the media; contacts require excellent interpersonal skills, persuasiveness and resourcefulness.
- The employee has access to all department-related confidential information, including personnel records, bid documents and personal information about patrons.
- Errors could result in delay or loss of service, damage to buildings or equipment, monetary loss and legal repercussions.

**Recommended Minimum Qualifications:****✓ Education and Experience**

Bachelor's Degree; Master's Degree in library science desired; five years of progressively responsible experience in library administration, including supervisory experience; or an equivalent combination of education and experience.

**✓ Additional Requirements**

Massachusetts Certificate of Professional Librarianship

**✓ Knowledge, Ability and Skill**

Knowledge of management principles and public library administration, including organization, personnel, budgeting, and grant writing; knowledge of automated library systems and classification systems; thorough understanding of the Dewey Decimal System; knowledge of building maintenance and facilities management.

Ability to speak and write effectively; ability to develop and maintain effective working relationships with subordinates, patrons, community organizations and town officials; ability to work independently and prioritize tasks to meet deadlines; ability to prepare and administer budgets and prepare financial reports; ability to pursue and administer grants.

Administrative, supervisory, planning and organizational skills; budgetary skills; interpersonal and problem-solving skills; oral and written communication skills; computer skills.

**Physical Requirements:**

Minimal physical effort is required to perform administrative duties; the employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate equipment. The employee lifts and moves boxes of books, equipment and furniture. Vision requirements include the ability to read and analyze documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*