

Library Director

Haston Free Public Library/North Brookfield

Summary of Position Responsibilities:

The Library Director performs highly responsible administrative and supervisory functions in the professional management, planning, direction, administration and evaluation of all library functions and services to effectively meet the growing diversity of cultural, recreational, informational, and educational library needs of the community. The Library Director must exercise independent judgment and initiative in the planning, administration and provision of library services, including the supervision of personnel. As certain library records are not public record, the Library Director ensures that confidential information is properly maintained.

Description of Supervision/Supervisory Responsibilities:

The Library Director is selected and appointed by the Board of Library Trustees. The Library Director reports directly to the Board of Library Trustees. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. The director supervises all library employees and library volunteers.

Essential Functions of Job:

- Plans, directs and supervises the work of the Library, including the preparation and administration of the department budget
- Develops and institutes short and long-term goals and objectives for Library in conjunction with the Board of Library Trustees
- Plans and implements all Library programs, services, operations and activities
- Develops Library policies in conjunction with the Library Board of Trustees; interprets and implements said policies
- Composes Director's report for the monthly Trustees meeting and assists the Board of Library Trustees in planning, posting, and holding meetings; attends Board of Library Trustees meetings
- Advises the Board in Library matters and keeps it informed of relevant issues and developments at regional, state, and national levels, including but not limited to technology developments relevant to Library activities and operations
- Supervises full-time and part-time personnel, and volunteers, in all aspects (i.e., recruitment of personnel, assignment of duties, performance evaluations and supervision, payroll preparation, maintenance of personnel records)
- Reviews and implements new technologies and collections for the Library; responsible for maintenance and effective utilization of computerized circulation and cataloging functions
- Responsible for collection maintenance and development (i.e. researches variety of professional reviews, prepares book and AV orders, evaluates collection needs, supervises processing on incoming materials, participates in systematic weeding of collection)
- Contributes to daily library operations (i.e.: staffs circulation desk, ILL operations, reference, cataloging, etc.) during library hours not covered by the Assistant Librarian or as needed
- Substitutes for absent staff when needed
- Responsible for the maintenance the Library's physical facility
- Collects and analyzes pertinent data and statistics; evaluates current programs and services and recommends changes to meet emerging needs

- Participates in and serves on C/W MARS Network, State, and regional library boards and committees
- Attends library workshops and meetings as needed
- Gathers statistics and completes forms as required to be eligible for library certification and State grant funds for libraries (LIG/MEG/NRC)
- Identifies available grants and prepares and submits grant applications; administers grant funds received and ensures compliance with grant requirements
- Oversees Reference, Children's, Adult, Young Adult and other services provided to the general public and special user groups; provides Reference or other services as needed
- Oversees upgrades and maintenance of the library computer networks (C/W MARS and in-house networks)
- Provides support and advice to the Friends of the Library in their fundraising efforts and other activities
- Responsible for positive community relations and Library promotion
- Performs similar or related work as required or assigned

Minimum Competencies:

- Thorough knowledge of the principles, practices, materials and current trends in library science with knowledge of and experience in automated library systems
- Thorough knowledge of the federal, state and local laws, regulations, and policies and procedures applicable to library operations
- Working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees, staff, and volunteers, governmental representatives, and/or the public
- Leadership ability, strong interpersonal skills, and a high degree of motivation, initiative, and resourcefulness
- Ability to communicate effectively in written and oral form
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage Department budget
- Strong proficiency in the use of word processing, database and spreadsheet computer applications (such as MS Word and Excel) and Evergreen operating system
- Honesty, reliability, patience, discretion, and good judgment essential

Education and Experience/Other Requirements:

- Bachelor's Degree from an accredited 4-year college required. Master's Degree in Library and Information Science in a program accredited by the American Library Association preferred
- Minimum of two (2) years professional experience involving finance, budgeting, facilities management, library automation and personnel administration, One (1) year of which should be in an administrative and or supervisory capacity, preferably in a public library environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job
- Minimum of Two (2) years of previous public library experience strongly preferred
- Experience with Evergreen software applications strongly preferred
- Considerable knowledge of the principles and practices of public library functions including collection management, circulation services, public programming, personnel administration, grant management,

strategic planning, policy-making, public relations, building management, and fiscal development and control

- Considerable knowledge and ability to use computers including software, database management, word processing, excel spreadsheets, fiscal management and cataloging
- Must hold a Professional Certificate of Librarianship issued by the Massachusetts Board of Library Commissioners

Physical Requirements/Work Location:

Haston Free Public Library, 161 North Main Street, North Brookfield, MA

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is performed primarily in a municipal public library setting. While performing the duties of the Library Director, the employee is required to: interact and communicate frequently with the public, government officials, volunteers, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the library facilities. Lifts/moves objects and books weighing up to 30 pounds; must be able to lift, push and/or pull objects and furniture while setting up activities at the library. Will be required to work outside of normal business hours to accommodate library evening and weekend schedule; will be required to attend night meetings as needed; will be required to attend library related meetings (C/W MARS, MA Library System, MBLC, etc.) in various locations throughout the state.

FLSA status

This position is exempt under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.