

# **Library Director**

## **Haston Free Public Library/North Brookfield**

**2022**

### 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 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, and reports directly to, the Board of Library Trustees. The Director 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 volunteers.

### Duties & responsibilities:

- Plans, directs and supervises the day-to-day operations of the Library:
  - Oversees all Library programs, services, operations and activities provided to the general public and special user groups
  - Supervises all personnel, and volunteers, in all aspects (i.e., recruitment of personnel, assignment of duties, performance evaluations and supervision, payroll preparation, maintenance of personnel records)
  - Performs collection development and maintenance (i.e. researches variety of professional reviews, prepares orders, evaluates collection needs, supervises materials processing, participates in systematic weeding of collection)
  - Assists in daily library operations (i.e. staffs circulation desk, ILL operations, reference, cataloging, etc.) as needed
  - Manages and effectively utilizes C/W MARS Evergreen computerized circulation and cataloging functions, including database maintenance
  - Promotes library activities and services in person, online, and via regional news publications
  - Maintains ongoing communication with Town officials, employees and organizations; responsible for positive community relations
  - Coordinates maintenance of the Library's physical facility and systems (i.e. HVAC, electrical, plumbing, grounds, alarm systems, computer networks, etc.)
  
- Works closely with the Board of Library Trustees:
  - Proposes and administers the department budget
  - Develops and institutes short and long-term goals and objectives for Library
  - Develops, interprets and implements Library policies
  - Advises the Board in library matters and keeps it informed of relevant issues and developments at regional, state, and national levels

- Composes Director's report for the monthly Trustees meeting and assists the Board in planning, posting, and holding meetings; attends Board of Library Trustees meetings
- Periodically, or as appropriate:
  - Gathers statistics, runs reports and completes forms, and guides the creation of 5-yr long-range plans and annual action plans as required to be eligible for library certification and State grant funds; evaluates current programs and services and recommends changes to meet emerging needs
  - Identifies available grants and prepares and submits grant applications; administers grant funds received and ensures compliance with grant requirements
  - Participates in C/W MARS Users Council, state and regional library organizations, and attends library workshops and meetings as needed; guides the professional development of library staff
  - Provides support and advice to the Friends of the Library in their fundraising efforts and other activities
- Performs similar or related work as required or assigned

Skills & competencies:

- Thorough knowledge of the principles, practices and current trends in library science with knowledge of and experience in automated library systems and other technologies
- Knowledge of federal, state and local laws, regulations, and policies and procedures applicable to library operations (i.e. Open Meeting Law, Public Records Law, and State Ethics Law)
- Ability to communicate effectively, orally and in writing, with Town officials and employees, library staff and volunteers, governmental representatives, and the public
- Leadership ability, strong interpersonal skills, and a high degree of motivation, initiative, and resourcefulness
- Honesty, reliability, patience, discretion, and good judgment essential
- Good organizational skills; detail-oriented and able to work independently
- Ability to plan and effectively manage Library budget
- Strong proficiency in the use of word processing and spreadsheet computer applications (such as MS Word and Excel) and Evergreen library information system

Education & 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, one (1) year of which should be in an administrative or supervisory capacity, preferably in a public library environment; or any equivalent combination of education, training and experience
- Minimum of two (2) years of previous public library experience strongly preferred
- Professional Certificate of Librarianship issued by the Massachusetts Board of Library Commissioners required. For more information, see <https://mblic.state.ma.us/jobs/certification.php>

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 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, physically or virtually.

FLSA status

This position is non-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.*

Date adopted/revised: \_\_\_\_\_