



Job Title	Library Director
Department	Library
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position oversees all Library operations to ensure the effectiveness and efficiency in the delivery of Library services and activities.

Supervision

Received	Town Manager and Library Board of Trustees
Exercised	Directly supervises

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Plans, organizes and directs all Library services and activities.
- Assists and advises the Board of Trustees in formulating and implementing Library policies; attends Trustee meetings; prepares monthly Director's report and other financial statements; assists Trustee Chairman in preparation of meeting agendas.
- Plans, organizes, implements and evaluates the Library's operation and strategic plan; conducts studies on work measures and work simplification; observes the service given to the public in each department; arranges for evaluation to ensure prompt, courteous and efficient service; oversees Library information systems including their review and upgrade; integrates Library services with other communities within the Minuteman Regional Library Network.
- Develops, prepares and submits annual budget for Trustees' approval consistent with requirements for State aid; monitors and controls expenditures for building, equipment, books and other materials, supplies and salaries.
- Supervises and conducts the Library's Collection Development Program, including the selection and withdrawal of books, magazines and audio-visual and electronic materials and equipment; provides storage and security and assumes responsibility for the Town's archival collection.
- Determines staffing levels within budgetary allowances; interviews, hires, schedules, supervises, evaluates, promotes, trains and develops Library employees directly or indirectly through department supervisors.

- Ascertains community needs by developing associations with the public, community leaders, local officials and institutions; provides requested information and reference services; maintains liaison with Friends of the Library and other community groups; serves as a voting member of the Minuteman Library Network Board of Directors and the Metrowest Regional Library System; attends night meetings as necessary.
- Represents the Library's interests before the Board of Selectmen, Finance Committee, Personnel Board, Trust Fund Commissioners, State Board of Library Commissioners and with various library networks and professional associations.
- Assumes responsibility for the public relations program of the Library including all exhibits, news releases, publications and speeches; attends Friends of the Library Board meetings; cooperates and consults with the president and other officers of Friends; attends meetings of Town department managers as scheduled.
- Prepares grant proposals and administers grant awards; prepares annual reports for the Trustees and for the Library section of the Town Annual Report.
- Assumes responsibility for the maintenance, safety and security of the building, grounds and equipment, requiring knowledge of handicapped code requirements.
- Assesses Library facility needs and serves as the Library's representative and member on the Permanent Public Building Committee with respect to design, renovation and new construction of Library facilities.
- Participates in professional workshops, associations and committees; keeps current on public issues, developments in library management, service, equipment and technology, and in state and federal legislation.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from college or university with a Master's Degree in Library Science, supplemented by at least 7 library service including progressive levels of supervisory, management and financial responsibilities.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Library and information science. • Management principles and public library administration. • Archival records management and preservation. • Technology as applied to library services. • Town fiscal requirements. • Federal and state laws concerning library and patron interaction. • The use of standard office equipment, including computers and relevant software programs.
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Ability to	• Interpret statistical data, analyze information and evaluate library programs. • Prepare and administer budgets. • Prepare clear and concise financial reports, proposals, grant applications, contracts, articles/press releases and other documentation. • Utilize current technology to keep the Library running efficiently. • Assign and supervise the work of others; motivate employees to work toward common goals. • Establish and maintain effective working relationships with Trustees, Town officials, coworkers, Library patrons, community organizations, vendors, and the general public.
Skill in	• Oral and written communications. • Strategic thinking and decision making. • Planning, organization and leadership. • Public relations.

Necessary Special Requirements

Certification by the Massachusetts Board of Library Commissioners

Physical Demands

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.

- Work is performed mostly in the Library setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or to stand for prolonged periods of time.
- The employee is frequently exposed to dust, and occasionally to dim or bright lighting, heat, cold, odors, noise, vibrations, wetness/humidity, violence and disease.
- The employee must regularly lift and/or move up to 20 pounds and occasionally lift up to 50 pounds.