

Position Purpose:

The purpose of this position is to perform complex supervisory, administrative and professional work in planning, organizing and directing all library services and activities. Performs managerial duties related to staff, budget, collection development, building maintenance and library operations and services in conformity with the policies established by the Board of Library Trustees. Performs all other related work as required.

Essential Functions:

(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 the daily operations of the library; develops and implements customer service policies; responds to complaints and suggestions from the public.
- Responsible for management of staff, including recruitment, staffing levels, training, discipline, performance evaluation and dismissal. Maintains personnel records in conjunction with the Town Administrator.
- Develops and implements policies along with the Library Board of Trustees governing the library.
- Directs and evaluates library service; acts as liaison and advisor to Library Trustees and related committees; ensures that library services meet the needs of the community as well as all federal, state and local regulations.
- Develops and administers the annual budget; monitors expenditures, including payroll.
- Prepares the payment of bills and submits to the Town Accountant; coordinates cooperative purchasing with other municipal departments and regional library system.
- Prepares grant proposals to state agencies, foundations and other organizations; administers grant funds according to specified guidelines; coordinates and prepares statistics for grants.
- Prepares and submits the Annual Report and Statistics to Commonwealth of Massachusetts Board of Library Commissioners for application for the Library Incentive Grant and the Municipal Equalization Grant.
- Coordinates with Friends of the Library and other community service and fundraising organizations and activities.
- Manages library functions, including collection development, acquisitions, cataloging, reference services and programming.
- Develops library policies in consultation with the Library Board of Trustees; prepares and presents short-term and long-range plans for the library, based on community needs and library operations; develops goals and designs program activities to meet planning objectives.
- Selects materials in accordance with materials selection policy and ALA Bill of Rights. Supervises maintenance of library collection records and online public computer catalog. Plans, directs and supervises development and preservation of the town library local history archives collection, in cooperation with the local Historical Society and Historical commission.
- Attends meetings of the Library Board and represents the libraries at meetings of other town boards and/or committees. As a municipal department head, represents the library at town meetings and other municipal functions and cooperates with other departments in, including attendance at Department Head meetings. Maintains contact with other community associations to promote community use and support of the library.

- Prepares the Library annual report for the town report; assists in preparation of the Library's Long Range Plan; prepares monthly article for the newspaper and serves as official library representative to regional and state agencies and professional organizations and maintains an active affiliation with such organization.
- Responsible for building maintenance, including systems and equipment; oversees maintenance and repair activities.
- Manages the physical building to ensure proper maintenance and recommends to the Board of Library Trustees improvements and repairs as determined by analyzing building and grounds needs.
- Ensures safe conditions for staff and public of all ages within the library building and on the grounds; responds to building emergencies and takes appropriate action.
- Performs similar or related work as required, directed or as situation dictates.

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

Master's Degree in Library Science from ALA accredited school; Five to seven (5 – 7) years of progressively responsible experience in library administration, including management of staff, fiscal management, program development and facility management; or any equivalent combination of education and experience. Certification by the Massachusetts Board of Library Commissioners.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of professional library work; and thorough knowledge of the management and organization of library operations including administration, personnel and finance. Basic building maintenance and public administration management knowledge. Working knowledge of computerization and appropriate library applications. Working knowledge of state procurement laws.

Ability: Ability to supervise staff in an effective and supportive manner. Ability to establish and maintain working relationships with organizations, departments and officials. Ability of leadership, independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to operate standard office equipment.

Skill: Excellent planning and organizational skills. Catalog and reference skills. Skill in pursuing and administering grants. Excellent oral communication skills. Proficient computer skills and budgetary skills; interpersonal and problem-solving skills.

Physical Requirements:

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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects occasionally weighing up to 35 pounds. Must be able to communicate effectively

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the town library and in the development and delivery of library services to meet individual and community needs.

Supervision Received: Work is performed under the policy direction of the Board of Library Trustees.

Supervision Given: Provides supervision of library full time and part time employees, as well as several volunteers, developing job direction, assigning tasks, instructions and monitoring performance.

Job Environment:

- Work is performed under typical library conditions; the noise level is moderate. Essential functions are regularly performed without exposure to adverse environmental conditions. Library operating hours may require evening and weekend work.
- Operates standard office equipment including computers, telephone, and library equipment.
- Has frequent contact with the general public and staff, and some contact with other librarians, local school librarians and teachers, and community organizations. Contacts require a moderate level of persuasiveness, resourcefulness, and discretion to influence the decisions and behavior of others.
- Has access to limited department-related confidential information.
- Errors could result in reduced levels of service and/or poor public relations.

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.