

JOB DESCRIPTION

JOB TITLE: Library Director

STATUS: Grade 9, 40 hours, exempt

POSITION PURPOSE:

Serves as head of the town library. Responsible for implementing, supervising and coordinating all library operations and services within the framework of the policies and goals set forth by the Board of Library Trustees.

SUPERVISION RECEIVED:

Board of Library Trustees

SUPERVISION GIVEN:

Library staff

SUPERVISION SCOPE:

A highly responsible position managing all aspects of the library and facility. Performs duties requiring independent judgment and initiative in planning and organizing library services. Understands and complies with all State and Town by-laws and departmental rules and regulations. Has access to confidential information concerning staff and patron records.

ESSENTIAL FUNCTIONS:

1. Library Services
 - Develops and implements a variety of library services designed to meet the needs of the Topsfield community.
 - Works with library department heads to formulate new plans or processes for the library.
 - Represents the library at consortium, state, and national level meetings, workshops and conferences.
2. Collection Development and Technical Services
 - Oversees/supervises and participates in the acquisition, processing and cataloging of all library materials.
 - Collaborates with library department heads to implement collection development policy as put forth by Library Trustees.
3. Policy Making
 - Works in collaboration with Library Trustees to develop policies.
 - Develops programs and procedures for the library.
 - Leads the development of short- and long-range planning goals and objectives.
 - Evaluates the effectiveness of current programs and services in relation to the needs of the community.
4. Financial/Administrative
 - In collaboration with the Library Trustees, prepares annual library budget for presentation to the Topsfield Finance Committee and Town Meeting.
 - Manages library finances so that expenditures stay within approved budget.
 - Manages approved expenditures from trust fund income.
 - Authorizes all expenditures.
 - Oversees payroll and payment of bills.
 - Prepares grant applications for library funding.
 - Prepares all required library reports as required by the state, town or consortium.
5. Human Resources
 - Hires, terminates (when necessary) and supervises library employees and enforces the personnel policies established by the Library Trustees, and town, state and federal laws.
 - Oversees and monitors all staffing levels.
 - Handles all personnel management functions including compensation, town reports and maintenance of personnel files; performs personnel evaluations and conducts disciplinary actions of employees if necessary.

- Coordinates training and continuing education opportunities for staff.
 - Recommends opportunities for additional education and professional development for the staff.
6. Facility Management
- Oversees the care and maintenance of the library facility and grounds.
 - Responds to and coordinates repairs and maintenance of the building with a variety of vendors.
 - Develops bid proposals with assistance of town's Procurement Agent.
 - With the Library Board, develops planning and funding strategies for capital projects and major repairs.
 - Oversees the acquisition, maintenance and updates of all computer equipment as well as other office and library equipment.
7. Public Relations
- Promotes and publicizes library activities and programs and has frequent interaction with the media.
 - Plans and executes adult programs at the library and in partnership with other community organizations such as the Topsfield Historical Society and the Council on Aging.
 - Develops content for library's social media sites.
 - Collaborates with the Friends of the Topsfield Library on library programs, museum passes and fund raising opportunities.
 - Represents the library at ceremonial occasions in the community.
 - Maintains effective working relationships with library staff, patrons, colleagues, other town department staff and other libraries.

PHYSICAL DEMANDS

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

- Office environment with constant use of computer and telephone. Lifting associated with, but not limited to, filing library materials. Prolonged periods of standing and sitting.
- The employee is required to have mobility in order to move about the office and to serve the public.
- Ability to spend sustained hours working at a computer.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Degree in Library Information Science from an accredited institution, MLS preferred.
- Management experience with at least five years in a supervisory capacity, with at least three of those years in a library setting.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles of library science, library organization and functions.
- Proficient in Office 365, Google Suite, Wordpress and ILS. Must be familiar with facility management systems.
- Ability to work with a variety of groups and have creative problem-solving skills.
- Ability to prepare and present library information clearly to Library Trustees, elected officials, Finance Committee, funding authorities and community groups in written and oral formats.
- Able to work in a confidential and professional manner.
- Ability to supervise and motivate library staff and volunteers.

Training, Licenses and Certifications:

- State Board of Library Commissioners' Professional Certificate of Librarianship or Subprofessional Certificate of Librarianship (no MLS).

WORK ENVIRONMENT:

Work is performed under typical office and library conditions. The employee must occasionally lift and/or move objects weighing up to 30 pounds. Intermittent standing, walking, bending, crouching, reaching, climbing and similar activity as related to library work is required. Able to listen and communicate well in a busy environment.

Interaction with children, young adults, the general public, schools, various town organizations, various library administrators and human service agencies.

OTHER CONSIDERATIONS:

- The duties outlined above are intended only to illustrate the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employee agreement between the employer and the employee and is subject to changes by the employer as the needs of the employer and requirements of the job change.

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