

Town of Topsfield



JOB POSTING

Library Director

Title: Library Director
Posting: October 5, 2021 (*remains open until filled*)
Salary Range: \$80,889 to \$92,602 DOQ
Job Classification: Grade 9 Non-Union Classification Plan; FLSA Exempt; Under Personnel Bylaw
Schedule/Hours: 40 hours/week; Every third Saturday and some evenings
(*Job to begin as of January 2022*)

Summary: The Topsfield Town Library Board of Trustees is seeking a full-time library director with proven experience as a leader. The successful candidate must be an energetic and positive communicator with a strong understanding of library services who can expand growth in the arts and technology to serve community needs. The Director oversees a staff of four full-time and six part-time employees, a collection of approximately 99,990 items, an annual budget of \$652,000 and a 16,000 square foot facility.

The Topsfield Town Library is known for not only its traditional library services, but also for its active role in community music and art programs. The Library enjoys tremendous community support and is the beneficiary of a substantial endowment that funds the materials budget, programming, and the arts. We are seeking a creative collaborative individual who is excited to further this commitment.

Originally settled in 1650, Topsfield is a quaint town of 6,500 residents. It is the site of the annual Topsfield Fair, the longest running agricultural fair in the county. The Topsfield Linear Common has four miles of rail trails and is part of the larger "Border to Boston" trail. The Topsfield Town Library, established in 1794, is part of the Historic District and is an anchor of the charming downtown. The original library was built as a WPA project in 1935 and was renovated and expanded in 1999.

Education: Master's degree in Library Science from an ALA accredited library school

Experience: Management experience with at least five years in a supervisory capacity, with at least three of those years in a library setting.

Sp. Requirements: Comprehensive knowledge of the principles of library science and information services. Demonstrated leadership ability and interpersonal skills to work effectively with others. Experience in developing and managing budgets in accordance with state and town regulations. Strong written and oral communication skills. Knowledge of technologies relating to libraries and library administration. Development and oversight of library collections and ability to collaborate and interact with community and local government.

Supervision: Reports to six (6) member Topsfield Board of Trustees

Key Duties: Detailed job description: www.topsfield-ma.gov

Deadline: Applications will be reviewed starting **Monday, November 1, 2021**. (*Position remains open until a qualified candidate is hired.*)

To Apply: Please submit a letter of interest and resume to dmorong@topsfield-ma.gov or addressed to Select Board's Office c/o Debi Morong 8 W. Common St., Topsfield, MA 01983. (Topsfield is an AA/EEO employer)

More Info: Call 978-887-1500 or email dmorong@topsfield-ma.gov