

## **JOB DESCRIPTION**

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**JOB TITLE:** Library Director

**STATUS:** Grade 9, 40 hours

### **GENERAL 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

### **SUPERVISES EXERCISED:**

Library staff

### **DISTINGUISHING CHARACTERISTICS:**

- A highly responsible position managing all aspects of library and facility management.
- Performs duties requiring independent judgment and initiative in planning and organizing library services. Understands and complies with all State, Town by-law and departmental rules and regulations.
- Makes frequent contact with Town departments, state agencies, and the general public and other agencies and departments requiring professional interaction.
- Has access to confidential information concerning staff personnel records.
- Has access to confidential information concerning patron records and use of library material.
- Has access to all financial records and reports that support library operations.
- Work schedule includes working in all departments that support patron services, to attend important meetings, which may include evenings.

### **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 new electronic resources for the library.
  - Collaborates with library department heads to make decisions for deletions to support collection maintenance.
  - Implements collection development policy as put forth by Library Trustees.
  - Oversees the acquisition, maintenance, and updates of all computer equipment as well as other office and library equipment.
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 approval of the Topsfield Finance Committee and Town Meeting.
- Manages library finances so that expenditures stay within approved budget.
- Manages trust fund income.
- Authorizes all expenditures.
- Oversees payroll and payment of bills.
- Prepares special grants 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 as well as enforcing the personnel policies established by the Library Trustees, the town, and 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.
- Able to maintain effective working relationships with library staff, patrons, colleagues, other town department staff, and other libraries.

**TOOLS AND EQUIPMENT USED:**

Phone, personal computer including MS office, (Word, Excel, Powerpoint, Publisher), and other software to maintain the library's web presence; public computers and databases including library online catalog system; and any other useful technology tools required to ensure the success of the library. Various office equipment, which include copy machine, laminate machine, scanner, fax machine, printers, paper cutter, 3 hole punch and other useful tools. Able to operate the audiovisual equipment that is located in the library meeting room and is able to make presentations or train staff and other. Continues to incorporate tools that are necessary to the job.

**PHYSICAL DEMAND:**

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 filing library material, prolonged periods of standing and sitting. Frequent walking.
- While performing the duties the employee is frequently required to stand, sit, talk and attentive listening. The employee is required to have mobility in order to move about the office and to service the public.
- Specific vision abilities required by this job include close vision, the ability to adjust focus and may spend long periods at a computer monitor.
- May experience regular interruptions to assist library patrons, vendors and other service groups.
- Is able to develop strategies to conduct successful patron interview. Also able to use similar listening skills to work effectively with staff.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

- Degree in Library Information Science from an accredited institution, MLS preferred.
- Management experience with at least 5 years in a supervisory capacity, 3 years in Library setting.

##### **Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles of library science, library organization, and functions.
- Ability to work with a variety of groups and have creative problem-solving skills.
- Ability to prepare and present library information to Library Trustees, elected officials, finance committee, funding authorities and community groups.
- Proficiency in MS Office, library software, research databases, Internet and digital communication.
- 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. Occasional light to moderate physical effort is required in carrying and shelving books, and in performing other typical library functions. Intermittent standing, walking, bending, crouching, reaching, climbing and similar activity as related to library work is required. Ability to use a keyboard. Able to listen and communicate well in a busy environment.

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

#### **OTHER CONSIDERATIONS:**

- Submission of an application, rating of education and experience, oral interview and reference check.
- The duties outlined above are intended only as illustration of 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 change by the employer as the needs of the employer and requirements of the job changes.