

MIDDLEBOROUGH, MASSACHUSETTS LIBRARY DIRECTOR

This job description does not constitute an employment agreement between employer and employee, and is subject to change by the employer, as needs of the employer and requirements of the job change.

Job Title:

Library Director

Position Reports To:

Middleborough Public Library Board of Trustees with dotted line reporting to Town Manager

Salary Range:

\$74,000 to \$90,000 (salary is commensurate with experience)

Contract Length:

Full-time, one (1) year contract with annual contract renewal upon satisfactory annual evaluation. There is an initial three (3) month probationary period.

Position Start Date:

January 1, 2018

Position Summary:

The Middleborough, Massachusetts Public Library Director is responsible for developing and supporting all efforts necessary to maintain a free library and being responsive to the community's needs for information, education and recreation. Working closely with the Board of Trustees, the Director:

- Is comfortable communicating with all library stakeholders from children to politicians and everyone in between.
- Develops library policies
- Monitors library services
- Develops and manages the budget
- Creates marketing communication materials and participates in community activities and boards
- Oversees the physical plant
- Stays informed of developments in library management
- Promotes and encourages life-long learning by initiating programs on a wide range of topics and offering cultural events (lectures, concerts, art shows, films, etc.)
- Serves as a member ex officio of the Board of Trustees to insure a consistent flow of information and communication
- Has supervisory responsibility for all full-time and part-time library employees as well as oversight of all library volunteers
- Attends professional conferences and meetings to keep current in profession
- Attends meetings and participating in the management of SAILS, the automation network of area libraries.

*Middleborough, Massachusetts
Library Director*

Work is performed under typical office and library conditions. The Director is frequently required to work outside of normal business hours including weekends and being available in-person or on the phone when their response or input to an important situation is needed.

Planning and Policy-Making

The Director is responsible for planning and supervising the operations of the Town of Middleborough Public Library, including but not limited to:

- Develop library policies, programs and procedures.
- Deliver public services to the citizens utilizing the public library
- Attend and participate in regular and special meetings of the Board of Library Trustees
- Meet with town officials on regular and special matters regarding the operations of the library
- Attend and participate in regular and special meeting of the Friends of the Library and assist them in accomplishing their goals
- Develop short and long-range plans with goals and objectives for approval by the Board and ensuring proper implementation
- Prepare regular and periodic reports to comply with Town and State requirements and Town By-laws.

Financial Operations

The Director is responsible for preparing and monitoring the financial operations of the library, including but not limited to:

- Prepare the annual departmental budget for the library
- Present and defend the budget before the Board of Trustees, Middleborough's Finance Committee, Middleborough's Board of Selectmen and at Middleborough Annual and Special Town Meetings
- Authorize all expenditures including payroll and payment of departmental bills
- Develop plans and policies to procure individual and corporate donations to the library
- Assist the Treasurer of the Board of Library Trustees in administering library trust funds
- Seek, write and administer local, state and federal grants
- Negotiate, sign and manage contracts with vendors, contractors and other relevant third parties.

Management

The Library Director has supervisory and management responsibility for all public library staff. The Director is also responsible for maintaining connections with professional, community and political library service stakeholders. Responsibilities include but are not limited to:

- Maintain positive, working relationship with library staff union.
- Understand and follow union contract as it pertains to library staff.
- Oversee and monitor staffing levels

*Middleborough, Massachusetts
Library Director*

- Assign personnel and develop work schedules
- Handle all personnel management functions including hiring, discipline and firing
- Maintain personnel records and library records, including confidential information
- Stay in touch with other libraries, professional organizations, civic groups and the public.

Building and Services Operations

The Director oversees acquisitions of all library books, magazines, audiovisual materials and equipment, office machines, furniture and supplies. Responsibilities may include but are not limited to:

- Oversee the addition and deletion of collection materials and establishing collection development policies
- Supervise the selection of books and other materials to maintain necessary collections in libraries
- Ensure that there is an effective automated library network for the catalog and circulation functions.
- Cover the circulation desk during staff breaks and absences (explaining library policies and procedures to patrons, registering new patrons, checking out books, magazines and audiovisual materials, answering phone calls and providing general assistance to in-house patrons)
- Oversee the maintenance of the Library building, grounds and equipment as well as responding to and coordinating building repairs and maintenance
- Operate library computers and all other standard office and library equipment.

Communications/Public Relations

The Director is responsible for promoting and publicizing library activities and services. Responsibilities include, but are not limited to:

- Plan and execute library programs related to fundraising events, speakers, etc.
- Represent the library at ceremonial occasions in the community and at professional meetings
- Attend local, state and federal professional meetings related to the public library industry
- Serve on professional councils and committees and participating in the work of professional and local cooperative library organizations
- Engage and communicate with the community at large and promote library services, offerings, programs
- Utilize new and existing technologies and channels to promote the library and its services. Be an active participant in social media and other media and be a “go to” information source for the community
- Be adept with digital media and have acumen in the language and structure of digital documents and data and the availability of information resources on the Internet and elsewhere.

Physical Requirements

Moderate physical effort required in performing typical library functions. Frequent standing, walking, bending, reaching and climbing. Ability to operate a keyboard at efficient speed. The employee must regularly lift and/or move materials weighing up to 30 pounds, such as heavy boxes of books, and furniture. Vision and hearing at or correctable to normal ranges.

Position Qualifications

- Master's Degree in Library Science from an ALA accredited school.
- Five (5) years of progressively responsible experience within the library field or professional/corporate library work, including three years of administrative and supervisory responsibility at a public library or corporation.
- Certification from the Massachusetts Board of Library Commissioners.
- Thorough knowledge of the principles and practices of professional library work and of the organization and management of library operations, including administration, personnel, fund raising and finance. Knowledge of library automated systems. Working knowledge of the use of computers for library functions and for management.
- Ability to direct the work of professional and non-professional staff. Ability to meet, work and deal with people effectively and appropriately. Ability to communicate clearly both orally and in writing. Ability to prepare and administer budgets and to prepare financial reports.
- Excellent planning and organizational skills and keen attention to detail.
- Demonstrated knowledge and experience with ongoing advances in library services, technology and opportunities for learning online.
- Demonstrated skill in promoting and encouraging life-long learning by initiating programs on a wide range of topics and offering cultural events (lectures, concerts, art shows, films, etc.)
- Demonstrated competence in the preparation and execution of library budget, including but not limited to: Overseeing payroll, bill payment and seeking and managing local, state and federal grants.