

MIDDLEBOROUGH PUBLIC LIBRARY
Library Director

DEFINITION

Under the direct supervision of the Board of Library Trustees, the Library Director is responsible for overseeing the direction and daily operations of the library, including technology services, customer service, financial management, building maintenance, strategic planning, personnel management, and other related functional areas.

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.

- Prepares and manages the Library's operating budget, including purchasing and preserving library books and materials and reporting on state aid.
- Plans and oversees the operation of the library, including the development of library policies, maintenance of patron accounts, responding to patron reference questions, circulation of books and materials, cataloging, technology updates, programs, and related services, and the application of measures used to monitor service accomplishments against recognized library service standards.
- Prepares annual reports to the Commonwealth to ensure certification and the receipt of state aid to libraries and responds to appropriate requests/surveys for information.
- Responsible for collection development through selecting library books and materials and the weeding, organization, and maintenance of same; responsible for care and preservation of library historical and archival collections.
- Coordinates the ongoing management, training, and development of the Library staff, including scheduling, leave approval, training, and grievance resolution.
- Responsible for promoting and publicizing library activities and programs, including maintaining the Library website, preparing marketing flyers and brochures, and press releases.
- Prepares grant applications and seeks alternative funding, such as gifts and grants, for the Library; participates in fundraising and revenue generation for Library operations.
- Attends library workshops or seminars to maintain current knowledge of new developments in library science and related services, including technology.
- Serves as liaison for the library to various Town, state, civic, and community organizations, including the Select Board, Town Manager, Board of Library Trustees, Library personnel, patrons, MA Board of Library Commissioners, the SAILS Library Network, etc., with the goal of unifying key stakeholders behind a unified vision for Library services and operations.
- Negotiates and signs contracts with vendors, contractors, etc.

- Responsible for the Library building and grounds to ensure proper maintenance and recommend improvements and repairs; developed, managed, and oversaw contracts related to, but not limited to, building maintenance, services, and databases.
- Regularly reviews building needs and advises the Board of Library Trustees in planning for future expansion or development.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under direct supervision from the Board of Library Trustees, the Library Director works from policies, goals, and objectives; establishes short- and long-term plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the Board only where clarification, interpretation, or exception to policy may be required or as requested by the Board. The Library Director controls departmental policies, goals, objectives, and budgets and is expected to exercise whatever means are necessary to resolve conflicts that cannot be addressed at the department level.

SUPERVISION EXERCISED

The Library Director is accountable for the direction and success of programs accomplished through others and has direct supervisory responsibility for all full-time and part-time employees and overall supervision of Library volunteers. The Library Director is responsible for analyzing program objectives, determining the departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective, and recommending new goals. The Library Director typically formulates or recommends program goals, develops plans for achieving short and long-range objectives, and determines the organizational structure, operating guidelines, and work operations.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work. They may be administrative or organizational policies, general principles, regulations, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The Library Director is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Maintaining relationships with coworkers, the public, and various groups or individuals often involves managing conflicting opinions, diverse viewpoints, and differences. Negotiation and compromise are essential to secure support, concurrence, acceptance, and compliance. The Library Director may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances to act appropriately.

CONFIDENTIALITY

The Library Director has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

Master's degree in library information sciences or related field, and 5 to 7 years of related experience or any equivalent combination of education, training, certification, and experience. Library Director Certification from the Massachusetts Board of Library Commissioners—or ability to receive certification—is required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of the principles and practices of professional library services and the organization and management of library operations, as well as information technology practices and procedures in support of library administrative, technology, and reference functions. Knowledge of administrative and supervisory practices and techniques, including budgetary, accounting, personnel management practices, and facilities management.

Abilities: Ability to multitask and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and effective collaborative working relationships with the Board of Library Trustees and the State Board of Library Commissioners, Town departments, department heads, fellow employees, officials, and the general public, and respond courteously and professionally. Ability to meet deadlines. Ability to work independently. Ability to manage library operations and implement policies and programs. Ability to use a financial software system in support of department operations.

Skills: Strong communication skills, problem-solving skills, and customer service skills. Skill in leadership, motivation, building relationships, and developing programs and services to meet the community's needs. Proficient organization and planning skills and a broad interest in learning and literature.

WORK ENVIRONMENT

The majority of work is performed in a public library setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that a Library Director must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Skills

Most of the work requires minimal physical demands. It principally involves sitting, with intermittent periods of stooping, walking, and standing. Workers may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes—frequent computer use.