

LIBRARY DIRECTOR

Summary/Objective:

Requires professional, administrative and supervisory work in directing the programs and all phases of operations of the public library; all other related work as required. Manages all aspects of the library with direct responsibility for finances, personnel, collections, public relations and marketing, facilities, computer systems and all other equipment.

Supervision:

Reports to and works under the direction of the Board of Library Trustees.

Job Environment:

Supervises all full and part-time employees and volunteers.

Makes frequent contact with other town departments, state and regional library agencies, other libraries, professional organizations, civic groups and the public, which requires perceptiveness, problem solving ability and negotiating skills. Attends town departmental/staff meetings and annual and special town meetings.

Maintains access to all department-related confidential information such as personnel records, bid proposals, negotiating positions and criminal investigations. Maintains library personnel files and records.

Essential Functions:

Plans and supervises the operation of the library; works with the Board of Trustees to develop library policies, programs and procedures both long and short term; furnishes advice and recommendations to the Trustees for improvement of library services; maintains personnel records; oversees payroll.

Works with other municipal departments; assures security of facilities and health and safety of the workplace.

Prepares and administers annual department budget; manages expenditures of library funds; maintains complete financial records and submits required forms and documentation to town and state offices; monitors account balances; prepares department report for Annual Town Report. Promotes and publicizes library activities; provides reference assistance; directs the development and maintenance of the library's collection of materials and local history collection. Recruits, hires and evaluates library personnel; schedules working hours; assigns duties and evaluates performance.

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Ensures that library services meet the needs of the community as well as all federal, state and local regulations. Maintains circulation statistics and other records of library activities; prepares reports for submission to state agencies, granting authorities and the Board of Library Trustees; participates in meetings, exchanges and other activities to remain knowledgeable about library issues, techniques and technology.

Works closely with the Town Administrator and Board of Trustees on annual library budget.

Oversees selection and purchases of books, periodicals, audio-visual materials, general supplies; orders and oversees maintenance and updates of all technology systems; develops and weeds the library collection to meet community needs and interests; performs general library service functions as needed, including circulation of materials, reference inquiries and general assistance to patrons. Oversees all general maintenance issues and supervises building interior and grounds maintenance staff.

Meets regularly with the Board of Trustees and with library staff and keeps them informed on ongoing activities and upcoming projects and programs; implements policies and directives of the Trustees. Encourages and supports staff in seeking opportunities to further develop their skills and competencies.

Establishes a welcoming relationship with patrons by maintaining a visible presence, which might include working the circulation desk, mingling with patrons and attending library events. Promotes and publicizes library services and activities to the community; oversees library programs related to speakers, etc.; works with other librarians in the region to cooperate on joint projects and programs.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls, talk and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Preferred Qualifications:

Education and Experience

Requires a BA/BS degree with an MLS/MLIS preferred, from an accredited institution. Minimum of three to five years of progressively responsible administrative/supervisory experience in a library or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities to perform the work required.

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Demonstrates financial management skills.

Supervises the work of professional and non-professional staff effectively and appropriately.

Takes responsibility to implement Board policies and keep board advised of current developments, needs and problems in a timely manner.

Possesses excellent communication skills

Possesses grant writing skills and ability to work with Town Administrator to explore applicable grant opportunities

Knowledge, Ability and Skill

Possesses a thorough knowledge of the principles and practices of professional library work and of the organization and management of library operations, including administration, personnel and finance. Has the ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials and the general public. Communicates clearly both orally and in writing. Understands the role of the library in a small town. Must have excellent computer skills and knowledge of emerging technologies essential for library functions and for management. Possesses excellent planning and organizational skills. Has a broad interest in learning and literature. The ability to speak a foreign language helpful.

Expected Hours of Work

This is a full-time position. Days and hours are roughly Monday through Friday. Occasional evening or Saturday work may be required as job duties demand.

Send cover letter, resume and names of three references to donnatoomey@hotmail.com or mail to Lee Library Association, Attn: Donna Toomey, 100 Main Street, Lee, MA 01238. Candidates will be welcome until the position is filled. The Town of Lee is an equal opportunity/affirmative action employer.

