Town of Hopedale, Massachusetts

Job Description

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| Position Title: | Library Director | Grade Level | Management Grade 2 |
| Department | Library Department | Date: | 12 March 2024 |
| Reports to: | Board of Library Trustees | Salary: | $75,000 Annual |

**Statement of Duties:** The Library Director performs professional, administrative and supervisory work overseeing all aspects of the Town’s public library. The employee is responsible for the implementation of all library functions, staffing and activities and provides leadership for improving public library services to the community. Employee is responsible for preparing and presenting to the Finance Committee the annual budget, insuring the maintenance of library technology equipment, the building and grounds, recommending and coordinating major repairs and upgrades on approval to the Library Board of Trustees. Employee is required to perform all similar or related duties.

**Supervision Required:** Employee works under the direction of the Board of Library Trustees. Working from policies and objectives, employee is responsible for establishing short and long-range objectives, own performance standards and assumes direct accountability for department results. Employee consults with the Town Coordinator and/or the Library Board of Trustees when clarification, interpretation, or exception to municipal or library policies may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and operating budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee is accountable for the direction and success of department programs and/or activities accomplished through others. The department head is responsible for analyzing program objectives, determining the various 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 department and employee objectives; and recommending new goals as necessary to improve the quality and effectiveness of library services. The Department Head typically formulates or recommends the department’s organizational structure operating guidelines and work operations; formulates, prepares and defends operating budgets, and accounts for the effective use of department funds and staff; coordinates program efforts within the unit and with other departments; delegates authority to subordinate employees and holds them responsible for the performance of their work; reviews work in terms of accomplishment of program objectives and prepares progress reports; establishes the department’s operating practices and is responsible for the department ‘s personnel function, including recommending the hiring, disciplining and training of employees.

Employee is responsible for the direct supervision of five (5) permanent part-time employees who work at the same location and the same work shift. The staff size is well established and relatively stable throughout the fiscal year. Employee is responsible for senior tax volunteers and student volunteers. The number of volunteers varies throughout the fiscal year.

**Confidentiality:** In accordance with the State Public Records law, the employee has regular access to confidential information of the department including but not limited to official employee personnel files, as well as department or library patron records.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger public health/safety and jeopardize programs.

**Judgment:** Work is based on administrative or organizational policies, general principals, legislation or directives that pertain to the Library Department. Extensive judgment and ingenuity is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal new or unusual requirements within the limits of established guidelines or policies. The employee is recognized as the Library Department or functional area’s authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

**Complexity:** The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

**Work Environment:** Work is performed in a public library setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but working conditions are generally not unpleasant.

**Nature and Purpose of Relationships**: Relationships are on a constant basis with co-workers, the public, groups and /or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organizations in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. The position requires regular communication with technical, maintenance and repair professionals. Employee may be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Occupational Risk:** Risk exposure is similar to that found in a public service setting.

**Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Plans and oversees the operation of the library including management of the annual budget, the development of library policies, programs and related services and the measures used to monitor service accomplishments against recognized library service standards.

Works with the library staff to develop library services to more effectively meet the present and future needs of the community by surveying community members and studying area trends and evaluating their relation to the library.

Prepares annual reports to the Commonwealth to insure library certification and State Aid, writes grants to secure additional funding and RFP’s as necessary.

Advises, consults, and confers with the Library Board of Trustees, other libraries, professionals, officials (at State and Local level), citizens and community groups regarding library services and operations and assists in preparing Library Long Range plans which are approved by the Massachusetts Board of Library Commissioners.

Supervises the development, application and maintenance of the library’s automation systems including the use of the Internet, web site and social media in support of department services and/or programs.

Prepares grant applications to supplement library funding and Request for Proposal (RFP) documents as needed for updating library facilities and technology.

Responsible for collection development through the selection of library books and materials as well as the de-selection, organization and maintenance of same.

Responsible for care and preservation of library historical and archival collections.

Coordinates the on-going training and development of department employees.

Works with the Friends of the Hopedale Library to provide resources and assistance as needed.

Prepares, recommends and is responsible for the administration of the library’s annual operating budget.

Responsible for preparations, submission and on-going administration of the department’s payroll as well as the payment of payables to vendors.

Attends library workshops or seminars to maintain current knowledge of new developments in the field of library science and related services including technology; makes recommendations to the Town and board of Trustees to improve the provision of library services.

Serves as liaison for the library to various town, state, civic and community organizations; serves on various regional library organizations; speaks to groups and individuals to provide information and/or to advocate for library services.

Responsible for the management of the physical plant, Statue of Hope Plaza and historical grounds to ensure proper maintenance; recommends and coordinates improvements and repairs.

Acts in 24 hour on call capacity in response to critical or emergency situations, such as fire, security and temperature alarms.

**Recommended Minimum Qualifications:**

Education and Experience: Master’s Degree in Library Science from an accredited ALA certified institution; five to seven (5-7) years of progressive library management experience preferably in a municipal library setting and a minimum of three (3) years in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirement: If applicant does not have a Master’s in Library/Information Science they will need to complete the required certification per the Massachusetts Board of Library Commissioners within a time frame to be determined by the successful candidate and Library Board of Trustees.

**Knowledge, Abilities and Skill**

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 and personnel management practices as well as facilities management. Knowledge of proper methods of handling and preservation of archival materials.

Abilities: Ability to establish and maintain effective working relationships with department staff, other town departments, the Board of Library Trustees and the State Board of Library Commissioners; ability to manage library operations, implement policies and programs, communicate effectively in writing and orally to large groups. Ability to use a financial software program in support of department operations.

Skills: Skill in leadership, staff development, motivation, building relationships, customer service and developing programs and services to meet the needs of the community. Proficient organizational and planning skills as well as a broad interest in learning and literature.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.

Physical Skills: Occasional physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking and standing. Employee occasionally needs to lift, push or pull department equipment or materials such as library books, furniture items, book trucks, and photocopy and computer paper. Employee occasionally needs to lift up to 30 pounds.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer or library equipment.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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