

**JOB POSTING FOR LIBRARY DIRECTOR
MARCH 12, 2024**

**Bancroft Memorial Library
Hopedale, Massachusetts**

The historic Bancroft Memorial Library in Hopedale, Massachusetts is seeking candidates for the full-time, benefitted position of Library Director. Hopedale is an increasingly diverse town of approximately 6000 residents. We are seeking a friendly, enthusiastic, service-oriented individual with proven leadership skills and a strong public service commitment to serve our community in an active library setting. Our ideal candidate will be familiar with preservation of historical documents and maintenance of an historic building, and will be current with evolving library trends and best practices.

The position is a 40-hour work week and the starting date for this position is anticipated to be July 2024.

Essential Functions:

- Plans, organizes, and manages all aspects of library services, operations and activities including material selection/ de-selection and overall collection development, cataloging, circulation, reference, reader's advisory, programming, and other library services.
- Provides visionary leadership to the library staff and fosters a positive and collaborative work environment.
- Works under the direction of the Board of Library Trustees to establish short and long-range objectives, development and implementation of Library policies, goals, and objectives.
- Prepares, presents, and administers the Library's annual operating budget, including expenses, equipment, and regular processing of payroll and accounts payable.
- Prepares grant applications to supplement library funding for operational improvements including technology and facilities.
- Serves as liaison for the Library to various town, state, civic, and community organizations; serves on various library organizations, speaks to groups and individuals to provide information and/or to advocate for library services.
- Supports the Friends of the Hopedale Library for programs and fund-raising opportunities.

This is a 40-hour a week, contract position with a salary of \$75,000 and includes a full range of benefits. Candidates should expect that evening and weekend hours will be part of the regular schedule as needed. A complete job description is available on the Library's website www.hopedale-ma.gov/bancroft-memorial-library.

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.

Interested applicants should submit a cover letter explaining their interest in this position, resume, and contact information for three (3) professional references to: Ms. Christine Seaver, Trustee Chair. Bancroft Memorial Library, 50 Hopedale Street, Hopedale, MA 01747 or by email to Christine.seaver@gmail.com. Please use Library Director BML in Subject Line.

Notice will be given before references are called and applications received by Saturday, April 20, 2024 will receive primary consideration. Incomplete applications will not be considered.

The Town of Hopedale is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.