

LIBRARY DIRECTOR

Department: Library
Division: All
Appointing Authority: Mayor

Grade: NR7
Revision Date: 8/19
Bargaining Unit: NR

Definition:

Responsible for administrative, managerial and supervisory functions of library operations and services in connection with needs determination; the development, implementation and support of programs, services, events, activities and facilities including personnel, facility management, fund development, fiscal management, volunteer and staff management and programming; in accordance with policies established by the Board of Trustees of the Public Library.

Management functions include planning, organizing, and directing collection development; library procedures, policies and processes; budget development; personnel and contract administration, all other related work as required.

Supervision:

Reports to and works directly under the administrative direction of the Mayor.

Works under the policy direction of the Board of Trustees.

Supervises all library employees within a collective bargaining environment, as well as library volunteers and interns.

Environment:

Varied work in a multi-task environment. Duties are performed under typical library/office conditions. Operates standard library/office equipment. Noise levels are usually quiet to moderate but increase during scheduled heavily attended events or activities.

Performs varied and highly responsible functions and professional duties of a complex nature requiring extensive independent judgment and initiative in accordance with approved budgets and policies. Exercises high degree of leadership in planning and overseeing the administration of the library, and in the development and delivery of library services to meet individual and community needs.

Has frequent contact with employees, committees, Trustees, Friends of the Library, outside organizations and the general public requiring the ability to influence actions and resolve problems.

Has access to and control of confidential records (e.g., personnel, legal, collective bargaining matters) subject to non-disclosure or limited disclosure pursuant to law, regulation, or policy.

Errors in judgment and administration may cause an adverse impact on employee morale or misuse of personnel; confusion and delay, legal or financial repercussions, waste of public funds, and lower standards of library services for the City.

Essential Functions: *(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)*

Directs the operations of the library to ensure the highest quality services and most effective use of resources. Creates a culture that promotes positive change and a climate for excellence. Develops, adapts and promotes a vision of library services that addresses community needs.

Directs all operations of the library including Borrower Services, Information Services, Youth Services, Technical Services. Delegates direct supervision of specific departments to the Assistant Director. Oversees a comprehensive state-funded program of interlibrary loan, reference and advisory services for public libraries.

Conducts a continuing planning process to identify and address community and library needs, provide direction for library development, and serve as a basis for evaluation of library effectiveness in relation to changing community needs. Recommends and implements new programs, services and technologies to meet those needs efficiently and effectively, and to improve operations, procedures, services, staff organization and physical facilities. Participates, with the Board of Trustees, in creating long-range plans and specific annual goals and objectives.

Develops, evaluates, and recommends policies for approval of Library Trustees. Implements, interprets and periodically reviews policies adopted by the Board; ensures that staff are knowledgeable about library policies.

Directly or through delegation, interviews, selects, evaluates, and disciplines staff; administers personnel policies; assigns duties and work schedules; trains and evaluates staff. Handles grievances, promotions, transfers and terminations. Maintains discipline, morale and harmonious personnel relations. Oversees the development and operation of the library's volunteer program.

Develops the library's collection in accordance with the library's Materials Selection Policy. Responsible, directly or through delegation, for the selection, acquisition, cataloging, circulation and de-accessioning of library materials, including print, non-print, and electronic resources.

Prepares annual operating and capital budgets for review by Board of Library Trustees prior to submission to the Mayor. Reviews budgets with appropriate city officials as required. Oversees expenditure of city appropriations, as well as funds from other sources; authorizes expenditures and maintains financial records; makes adjustments to budget as needed. Responsible for specifications for competitive bidding.

Monitors and evaluates grant opportunities that are aligned with library goals and objectives. Submits funding proposals to federal, state and private grant sources, as appropriate. Monitors the expenditure of all grant funds. Participates with Library Board of Trustees and Friends of the Library in promoting library fundraising.

Responsible for developing and maintaining efficient, reliable, and cost-effective computer networks, both internal and consortium-related. Working with the City's IT Department, evaluates and recommends vendors and negotiates contracts for equipment, service, automation and networking.

To ensure clean, orderly and safe conditions, reports issues related to the library building to the city's Central Maintenance Department. In consultation with the Director of Central Maintenance prepares the library's annual capital budget for presentation to the Board of Trustees.

Monitors local, state and federal laws, regulations and practices pertaining to library operations and takes action to ensure compliance as appropriate. Oversees the compilation of statistics and preparation of reports and records for the Board of Trustees, as well as annual state reports and special reports as needed. Attends all Board meetings and reports on library activities and important issues.

Coordinates community relations activities, including outreach services, publicity and promotion, programming, and collaboration with other agencies. Communicates the value of library services through speeches, presentations and written reports to decision-makers, local community groups, city boards, and the general public. Serves as liaison to the Friends of the Library.

Maintains affiliations with state, regional and national professional associations; attends workshops and conferences addressing current professional issues, trends, and developments. Represents the library at local, regional and state conferences. Works with legislators to achieve funding for public libraries and other library legislative goals. Keeps informed on issues relevant to public library services at local, state and national levels and advises the Board of Trustees and the Mayor on these and other developments.

Minimum Qualifications:

Education and Experience:

Masters Degree in Library Science from an American Library Association accredited program; at least five years of progressively responsible experience in public library management and administration. State certification by the Massachusetts Board of Library Commissioners. Supervisory experience regarding applicant and employee screening, interviewing, assessment, and training as well as motivational and disciplinary processes within a collective bargaining environment.

Knowledge, Ability and Skill:

Possess a thorough knowledge of the principles and practices of public administration and not-for-profit management as applied to a public library, including management principles; public library standards, methods and techniques; personnel administration, budgeting; strategic planning; public relations; property management; fundraising; technology trends and developments in the delivery of library services.

Ability to develop and maintain harmonious relationships, and deal appropriately, tactfully and effectively with city officials, staff, volunteers, community organizations and the general public. Ability to interact constructively with staff and patrons and to act appropriately and effectively; ability to plan and manage others, analyze, carry out projects, consult and offer advice, and facilitate groups, to meet pre-set deadlines; requires effective written and oral communication skills and ability to communicate clearly and concisely.

Must perform all aspects of job responsibilities with honesty and integrity.

Strong leadership ability and a high degree of motivation, initiative, and resourcefulness. Ability to formulate long range organizational plans and put them into operation, and to relate these to development of a library program which meets community needs and interests; lobby for aid and promote library services.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office including Excel for statistical and financial reporting and G-Suite required; and discrete library programs such as C/W MARS software; familiarity with database programs and computer hardware and software systems with experience in MUNIS environment preferred.

Physical Requirements:

Minimal physical effort under typical library conditions include regular sitting, standing, talking, walking, and mental concentration for extended periods; may be required to lift books, boxes or other library materials of up to 40 lbs.; specific vision requirements include the ability to operate a keyboard and view computer screens and the ability to adjust focus and read small print, close vision for extended periods of time; must be able to communicate and be understood clearly; hear in the normal audio range with or without correction; give presentations or participate in other public discourse situations. Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

Special Requirements:

Must successfully pass CORI/SORI checks; may involve some night or weekend work for special events or activities, including Friends of Library or Library Trustee meetings.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 08/29/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 7/85; 7/98; 3/00; 9/07; 3/10; 8/19

Mayor