



# Library Director

Revised: August 31, 2018

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## Job Description

### Definition

- Professional, administrative and supervisory work in directing all operations and programs of the public library; all other related work as required.

### Responsibilities

- Works under the policy direction of the Board of Library Trustees and the Town Manager.
- Performs professional library duties of a complex and responsible nature involving the administration of the library and development of library services to meet individual and community needs.
- Supervises all employees and volunteers of the library. Makes frequent contacts with other town departments, state and regional library agencies, local schools, professional organizations, civic groups and the public.

### Essential Functions

- Working knowledge of the use of computers for library functions; such as trouble shooting technical issues and managing an online social media presence.
- Plans and supervises the operation of the public library; develops 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.
- Prepares and administers annual department budget; directs expenditures of library funds; maintains complete financial records and submits required forms and documentation to town financial office.
- Monitors account balances; prepares department report for Annual Town Report. Promotes and publicizes library activities; provides reference assistance; advises patrons of all ages on the selection of materials; assists students with assignments.
- Recruits, hires, and evaluates library personnel; schedules working hours; assigns duties and evaluates performance.
- Maintains circulation statistics and other records of library activities; prepares reports for submission to the Massachusetts Board of Library Commissioners; and the Board of Library

**Trustees. Participates in meetings, exchanges and other activities to remain knowledgeable about library issues and techniques.**

- **Selects and purchases books, periodicals, audio-visual materials, and general supplies. Develops and weeds the library collection to meet community needs and interests; performs general library service functions as needed, including circulation, technical issues, and general assistance to patrons.**
- **Meets regularly with the Board of Trustees; keeps the Trustees informed of ongoing activities and upcoming projects and programs. Formulates and recommends policies and directives of the Trustees.**
- **Promotes and publicizes library activities; plans and implements library programs related to fund raising events, speakers, etc. Works with the Friends organization on special events and fundraising.**

#### **Physical and Environmental Conditions**

- **Must be able to lift up to 40 Lbs. Occasional physical effort required in carrying and shelving books, and in performing other duties under typical library conditions, with minimal exposure to occupational hazards.**

#### **Qualifications**

- **A Bachelor's Degree required. Three to Five years' experience in professional library work, including two years in a supervisory role; or any equivalent combination of education and experience.**
- **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.**
- **Ability to direct the work of professional and nonprofessional staff.**
- **Ability to meet and deal with people effectively and appropriately.**
- **Ability to communicate clearly both orally and in writing.**

**The Town of Lanesborough is an EEO/AA employer and does not discriminate on the basis of race, national origin, gender, age, disability, or sexual orientation.**