LIBRARY DIRECTOR

Position Purpose:
The Library Director leads, directs and manages the Millicent Library, Fairhaven, MA, continually working toward improving the library services. The work is accomplished by working to meet the information and library needs of all patrons; planning and formulating services and policies; directing, training and supervising staff for optimum service; acquiring, maintaining and creating access to collections of print, media, other forms of information and cultural materials which fulfill the needs of the Library's patrons. Offers informative programs and works cooperatively with town departments, community groups, library networks, local schools and academic agencies.

Performs supervisory, administrative and professional library work in planning, organizing and directing all library services and program activities; responsible for the daily operations of the library; develops and implements customer service protocols; responds to complaints and suggestions from the public. Maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the Millicent Library and in the development and delivery of library services to meet individual and community needs.

Supervision Received: Work is performed under the policy and administrative direction of the Millicent Library Board of Trustees.

Supervision Given: Has direct supervisory responsibility for all (approximately 12) Library Staff.

Job Environment:
Work is generally performed under typical office and library conditions; and the noise level is moderate.

Operates a variety of basic and advanced computer system applications and automated library equipment as well as standard office equipment. Utilizes automobile to attend library related meetings in the region.

Work requires frequent and sustained contact with the general public, coworkers, vendors, outside libraries and professional organizations, other town and community organizations, and the Library Board of Trustees.

The employee has access to department-related confidential information, including personnel and library patron records.

Errors could result in delay or loss of service and cause adverse public relations, as well as legal and/or financial repercussions

Essential Functions:
(The essential functions or duties listed below are intended only as illustrations of the various types 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, organizes, manages and oversees the implementation of library services and operations for the Millicent Library in Fairhaven, MA.

Establishes goals and measures accomplishments against recognized standards.

Studies and makes plans to develop the services of the library or system to meet more effectively present and future community needs, including study of community and area trends and their relation to the library.

Advises, consults and confers with the Library Board of Trustees, other libraries, professionals, officials (at State and local levels), citizens and community groups.

Supervises and develops procedures, policies and public information.

Enforces library rules and safety rules for the protection of patrons and library property.

Responsible for bimonthly payroll; processing employee deductions.

Responsible for the personnel management of the Library. Recruits, selects and trains new personnel. Evaluates the performance of employees.

Prepares and gives speeches; prepares memos and correspondence. Supervises the keeping of records and the preparation of reports. Ensures timely completion of all reports.

Prepares and presents complex library budgets and adjusts expenditures.

Actively seeks grants, gifts, and other new sources of non-tax funding for the library. Prepares detailed grant applications and seeks funding for operational and improvement programs.

Works with the Library Board of Trustees in formulating overall library procedures, policies, budgets, and goals.

Acts as Secretary of the Library Board; takes minutes; arranges packets and materials for meetings.

Maintains the library website; regularly updates with important information for patrons.

Maintains current knowledge of new developments in the library field by attending local, state, and national conferences and meetings.

Initiates plans, develops and implements records and report systems and schedules.

Meets information, technology, and social needs of the Millicent Library community through user-centered library services.

Plans for the future of library services; this includes long-range planning with annual updates.

Prepares comprehensive quarterly and annual reports for the library; provides monthly reports for the Trustees.

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Encourages partnerships, cooperative town initiatives, joint programming so community-wide recognition of library services at the deepest level is established.

Directs a public relations program to promote and publicize the Library in the community. Publicizes the services available at the library and encourages their use through various media avenues, public gatherings and special events. Serves as an advocate for the library among the public, the Library Board of Trustees, and other town officials and organizations. Leads outreach efforts to inform and educate the community on library services.

Serves as library spokesperson to outside community organizations and individuals. Actively serves on the boards of various community organizations. Leads outreach efforts to inform and educate the community about all the resources the library has to offer.

Responsible for all Library programming including budgeting, planning, scheduling, execution and outreach. Plans and implements programs, creates flyers, advertising for all programs and events. Compiles press releases and promotes programs via newspapers, television and online media.

Works with Sails Library Network. Maintains and reinforce staff policies and confidentiality issues. Works on special projects as assigned by the Board of Library Trustees.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**
Master of Library and Information Science, or Library Science, seven years’ experience in library operations, with at least three as a Director; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Requires Certification by the Board of Library Commissioners, and a valid driver’s license.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles, practices and ethics of professional library work; knowledge of facilities management and operations including administration, finance and personnel. Knowledge of public/private partnerships. Working knowledge of computerization and appropriate library applications and technology.

*Ability:* Ability to keep current with the pace of technology and available resources that may be offered to the public. High level of ability to deal effectively with the public in a courteous and tactful manner and to establish and maintain good working relationships with other library staff and volunteers. Ability to use online database searches, word processing, data visualization tools and spreadsheets. Ability to have foresight in the future changing nature of library services.

*Skill:* Skilled in utilizing library networks and State resources. Excellent supervisory, planning and organizational skills. Excellent customer service and problem-solving skills. Excellent oral and written communication skills. Proficiency in budgetary skills and financial management of non-profit institution. Proficient computer and interpersonal skills. Strong advocacy skills, both oral and written. Skilled in advanced library study and research, reading job related periodicals and journals, and preparing procedures manuals. Flexibility and diplomacy in dealing with the public and staff.

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Physical 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 essential functions.

Tasks require the ability to exert light physical effort, which may involve some lifting materials of a basic weight (20 pounds), and infrequently pushing and/or pulling of objects and materials of moderate weight (50 pounds) such as book carts. Tasks may involve extended periods of time at a keyboard or workstation. Certain tasks require the ability to view computer screens and print materials for extended periods of time. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Vision and hearing at or correctable to normal ranges.

(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.)