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| **Title:** Library Director | **Classification:** Non-Union, Personnel Bylaw/ Contract |
| **Department:** Library | **Grade:** 11 |
| **Reports to:** Town Administrator/Library Board | **FLSA Status:** Exempt |
| **Effective Date:** 12-13-22 |  |

**Summary**

Performs supervisory, administrative, and professional work in directing, managing, and administering the operations, services, and programs of the Brewster Ladies’ Library in accordance with the policies established by the Library’s Board of Directors and the Town. Performs all other related work as required.

**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 and oversees the operation of the library including 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 staff to develop library services to most effectively meet the present and future needs of the community. Studies community and area trends and evaluates their relation to the library.

Oversees the selection and withdrawal of books, magazines, and audio-visual circulation and reference materials. Archives, stores, and disposes of materials as determined by Library policy.

Advises, consults, and confers with the Library’s Board of Directors, other libraries, professions, officials (at state and local level), citizens, and community groups regarding library services and operations. Attends all Board meetings and reports on library activities and important issues. Participates actively in discussions and contributes ideas and suggestions during the decision-making process.

Supervises the development and application of technology in support of department services and/or programs.

Supervises personnel to ensure a high standard of quality and quantity of work, as well as hiring, training, and disciplining employees when needed. Coordinates the ongoing training and development of department employees.

Supervises the promoting and publicizing of library activities and programs including maintenance of the department’s website, e-newsletter, preparation of flyers and brochures as well as press releases.

Develops, presents, and monitors the library’s annual operating budget and requests for capital expenditures. Oversees Brewster Ladies Library Association annual budget.

Proactively seeks opportunities to obtain grants from foundations, organizations, and government sources. Prepares grant applications and seeks alternative funding like gifts to the library in support of library operations, services, programs, or events.

Oversees the repair and maintenance of the library’s physical plant including surrounding grounds. Lead planning and potential implementation in any planned library building renovations in collaboration with the Town and Board of Directors.

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 Directors to improve the provision of library services.

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

Develops goals, objectives and long-range plans and presents them to the Board. Responsible for the accomplishment of stated objectives and long-range plans and reports out on progress and accomplishments quarterly to the Board of Directors.

Performs similar or related work as required, or as the situation dictates.

**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 municipal library and in the development and delivery of library services to meet individual and community needs.

*Supervision Received*: Works under the administrative direction of the Town Administrator and the policy direction of the Library’s Board of Directors.

*Supervision Given:* Supervises the activities of all full, part-time, and volunteer Library staff. The employee is accountable for the direction and success of programs accomplished through others. Determines work operations, estimates and allocates the financial and staff resources required.

**Recommended Minimum Qualifications**

Education, Training and Experience

Master’s Degree in Library Science from an accredited ALA certified institution; minimum seven (7) years of progressive library management experience preferable in a municipal library setting and a minimum of three (3) years in a supervisory capacity; or an equivalent combination of education, training, and experience.

*Special Requirements:*   
State Certification of Librarianship from the Massachusetts Board of Library Commissioners required.

*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 and reference functions. Knowledge of administrative and supervisory practices and techniques including budgetary, accounting and personnel management practices as well as facilities management. Basic knowledge of Town government.

*Abilities:* Ability to establish and maintain effective working relationships with department staff, other town departments, the Board of Directors of the Library, 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 prepare and administer grants.

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

**Job Environment**

* Work is performed under typical office and library conditions; work environment is moderately quiet. The workload is subject to seasonal fluctuations. Regular schedule may require evening and weekend work and the employee is on call to respond to emergency situations.
* Operates computer, hand tools, calculator, copier, facsimile machine, and other standard office equipment.
* Contacts are by phone, through correspondence in writing and email, and in person; contact is with library patrons, vendors, town departments and library personnel, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
* Has access to confidential information including personnel files, lawsuits, department, or library patron records.
* Errors could result in delay or loss of service, adverse public relations, personal injury, damage to equipment, and monetary loss, or legal repercussions for the Town.

*The physical demands described 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.*

While performing the duties of this job, minimal physical effort is required to perform administrative duties. The employee is constantly required to walk, stand, sit, speak, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Employee must occasionally lift and/or move objects weighing up to 30 pounds. 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.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*