

Boylston Public Library

Library Director Position Description

Position Details: Non-Union, Full-time Salaried, competitive benefits, 40 Hours / Week

The Boylston Public Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Purpose:

Direct and manage all operations and activities of the Boylston Public Library. The Director is responsible for overseeing all library services and for maintaining and improving the efficiency and effectiveness of all library functions in accordance with the bylaws and policies established by the Board of Trustees. The Director informs and advises the Board of current developments, needs and issues and has final responsibility for all library staff, activities and resources.

Performs varied and highly responsible work requiring the exercise of leadership, independent judgment and initiative in planning and overseeing the administration of the town library and in the development and delivery of library services to meet individual and community needs.

Works under the direction of the Library Board of Trustees, establishing short and long range plans and objectives and executing Board directives. Works according to established professional, municipal, and departmental policies, standards, and regulations.

Supervises all library employees and volunteers. Hires departmental staff as authorized, provides daily direction, training, counsels and disciplines staff as needed consistent with town policies.

Work Environment:

Work is performed under typical office and municipal library conditions. Library operating hours and activities require evening and weekend work. Attends evening meetings as necessary.

Manages library systems, technologies, and other equipment. Deploys new technology and equipment and trains staff on use.

Has frequent contact with patrons, town departments, staff, vendors/service providers, schools & educators, the Board of Library Trustees, the Friends of the Library, the Boylston Public Library Foundation, community clubs/organizations, and regional and state library systems.

Has access to all department-level confidential information, which requires the application of appropriate judgment, discretion and professional office protocols.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Reports to Trustee Board regularly. Prepares a monthly report of activities and budget status. Attends meetings with Trustees, Selectmen, Town committees, and Town meetings, as necessary.

Serves as liaison to MLS (Massachusetts Library System); C/W MARS (Central/ Western Massachusetts Automated Resource Sharing); MBLC (Massachusetts Board of Library Commissioners), other libraries, professional organizations, civic groups and the public. Completes annual state reporting and certification documents.

Serves as an advocate for the Library and publicizes its services to town officials, local organizations and the community. Leads outreach efforts to inform and educate the community about all the resources the library has to offer. Serves as an advocate for libraries in general among Commonwealth legislators, both in person and via correspondence.

Markets the library services to the public through various means.

Actively seeks outside sources of funding such as grants from federal and state agencies and private foundations or other organizations to supplement library materials and services. Notifies Board of Trustees of grant funds available. Prepares grant applications and administers grant awards.

Plans and supervises the daily operation of the library including facilities, safety procedures, and security.

Performs duties of a Town of Boylston municipal department head; approves all expenditures from town-appropriated funds and private trust funds, prepares annual budget for Trustee approval, computes bi-weekly payroll, prepares bills for payment. Maintains expense records, purchases equipment and supplies, reports to town and regulatory agencies as required. Ensures that all local, state and federal laws relating to library operation are observed.

Prepares or oversees preparation, organization and preservation of library financial records, meeting minutes, activity statistics, reports, and planning documents.

Is responsible for all personnel management.

Develops a strong volunteer program.

Oversees all collection development.

Provides ongoing analysis of current technology appropriate for library usage. Updates and improves existing technology as needed. Responsible for oversight of the network, the implementation and

maintenance of the automated circulation system, and other computer resources. Responsible for the oversight of the library website and social media outlets.

Oversees and/or develops innovative programs and services for the community.

Monitors and supervises maintenance of library building, equipment, and grounds. Establishes agreements with service providers and vendors. Works with Trustees on building renovation programs as needed.

Participates in professional organizations. Attends regional meetings and workshops. Works with other libraries in planning and implementing regional and state-wide library services.

Maintains current knowledge of the field through attendance at conferences and seminars and literature pertaining to the field. Ensures the staff keeps current through professional development.

Performs any related work as needed, directed or as situation requires.

Recommended Minimum Qualifications:

Master's Degree in Library Science; five years progressive responsible experience in public library work including supervisory experience or equivalent combination of education and experience.

Special Requirements: Certification by Massachusetts Board of Library Commissioners

Knowledge and Ability:

Knowledge and experience with the principles and practices of professional library work and of the organization and management of library operations including administration, personnel, budgeting and cost management. Thorough understanding of current library technology and its application. Knowledge of standard computer and network technologies.

Ability to manage a complex, technologically innovative modern library organization. Ability to analyze administrative problems and library needs, to evaluate library services, and to make recommendations for revisions. Ability to communicate effectively with all members of the public in a courteous and tactful manner. Strong writing skills. The ability to secure and manage grants. Ability to capture, understand, and respond to community interests and needs.

Strong decision making skills in an environment of limited resources.

Physical Requirements:

The physical demands of the position are consistent with those of standard public library operations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.