



Gleason Public Library

JOB DESCRIPTION: DIRECTOR

Position Purpose:

The purpose of this position is to provide professional, administrative, and supervisory work in directing the activities and operations of the Gleason Public Library and in overseeing all library services and resources. General duties include administrative, budgetary and supervisory work; developing, implementing, and reviewing policies, procedures, and strategic plans; managing building maintenance; planning, promoting, and executing library programs and services; serving as a liaison to local government, regional networks, and state organizations; performing collection development; and assisting customers of all ages in the use of library resources and technology. Performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and highly responsible work requiring the exercise of leadership, independent judgment, critical thought 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.

Supervision Received: Works under the policy direction of the Board of Gleason Library Trustees, establishing strategic plans and objectives, and assuming responsibility for department results. Works according to established professional department, town and state policies and procedures, standards, special directives, instructions and intent.

Supervision Given: Supervises library employees and volunteers. Hires department staff, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment:

Work is performed in a variety of different settings, both within the library and offsite; the noise level is moderate at times. Essential functions are regularly performed without exposure to adverse environmental conditions. Library operating hours require evening and weekend work.

The employee operates standard office, computer, library equipment, and hand tools.

The employee has regular contact with library staff, the Board of Library Trustees and colleagues at other libraries. The employee has frequent contact with other town departments, local schools/educators, local newspaper and local organizations. The employee has some contact with state regulatory agencies. Contacts are in person, by telephone, and in writing.

The employee has access to and retains department personnel records, budgetary records, bid proposals, and personal information about citizens. Most information is subject to public disclosure and must be appropriately and factually presented.

Errors could result in significant delay or loss of department services, poor public relations and have possible financial and legal 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, directs and manages all aspects of public library services for the Town of Carlisle.

Provides advanced reference services to the general public. Instructs patrons in the use of the automated library system, Internet access, and the electronic resources of the library, including eBooks and other downloadable and streaming products. Processes incoming and outgoing interlibrary loan requests. Trains and supervises other staff in performing these tasks. Provides recommendations and assists patrons in the selection of reading materials based on professional understanding and judgment.

Develops and recommends library policies, programs, and procedures; maintains and enforces library policies and procedures; furnishes the Board of Trustees with information pertaining to the operation of the library. Participates in Library Trustees meetings, and implements the Trustee's decisions.

Plans, organizes and oversees the library's operation. Observes the service provided to the public to ensure prompt, courteous, and efficient services. Provides leadership and support as needed. Oversees the activities of the library staff in their daily operations in the library. Participates in the planning for and promotion of library programs. Represents the library in all inter-library consortium decisions and activities.

Prepares written reports and documents on the library's operation for the Board of Library Trustees, the Town and State.

Works with staff and community volunteers to develop and implement library programs and special events. Selects and purchases books and other library materials to develop a library collection that meets the community's needs; provides for the maintenance of the library collection including examining materials for repair or replacement and evaluating the collection for effectiveness.

Develops and recommends the library budget; monitors and controls library expenditures for personnel, books, equipment, building operation and maintenance, and supplies. Prepares annual report and maintains library records.

Oversees all library building maintenance; exercises responsibility for the development and care of the library building and equipment; develops and enforces policies on the use of the building. Prepares and executes plans and coordinates with contractors, service providers, etc., to maintain and improve the building as needed. Oversees the security of all building occupants and library staff members.

Promotes community use and support of the library and involves the library in community affairs. Speaks before groups and boards as required.

Works with the staff to develop short and long term goals and strategic plans.

Promotes community awareness and use of the library through the development of marketing materials and outreach, including in-person meetings and presentations as needed.

Trains staff on new technology and procedures.

Oversees volunteer and senior tax worker programs.

Researches and solicits non-municipal funding. Participates in and supervises grant writing.

Represents the library's interests at the network, regional and state level of library governance.

Maintains regional, professional and network affiliations and attends meetings/seminars/conferences as necessary. Maintains and develops awareness and understanding of the technology used within the library to improve delivery of services.

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

Recommended Minimum Qualifications:

Education, Training and Experience: Master's degree in Library Science from an ALA accredited school required; minimum of five years of progressively responsible experience in library administration including supervisory management work; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements: Certification by the Massachusetts Board of Library Commissioners.

Knowledge, Ability and Skill:

Knowledge: Advanced working knowledge of the principles, practices, and techniques of contemporary public library administration, budgeting, and finance. Complete familiarity with automated library systems, software applications for word processing and spreadsheets, Internet and database searching, and related applications. Knowledge of contemporary computer devices, computers, software, troubleshooting, and repair. Knowledge of web page design. Advanced knowledge of standard office procedures, practices, forms, and equipment. Strong familiarity with books, authors and titles, and a strong interest in reading.

Ability: Ability to communicate effectively with all members of the public in a courteous and tactful manner. Ability to establish and maintain good working relationships with organization representatives, town officials, subordinates, and colleagues at other libraries across the state. Ability to communicate clearly and effectively in writing and orally one-on- one and to groups. Ability to direct work of subordinates. Ability to work with a high level of detail. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to identify and analyze complex issues and to develop appropriate recommendations. Ability to prepare and administer budgets and to prepare financial reports. Ability to represent and advocate for local library interests at regional and state levels.

Skills: Excellent customer service and public relations skills. Excellent problem-solving skills. Flexibility in order to adapt to constantly changing technology. Skills in all the above mentioned software applications, tools and

equipment. Advanced computer and research skills. Budgetary skills. Managerial skills. Excellent oral and written communication skills.

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.

Employee is frequently required to walk, stand, sit, communicate, and hear; handles, feels or operates objects, tools, or controls, and reaches with hands and arms as in physically retrieving books from the top shelf and picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 30 pounds such as files, books, supplies, etc. and push/pull objects weight up to 75 pounds such as book carts. Employee must possess the ability to operate a keyboard at a moderate speed. 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.)