



Town of Dighton
Public Library Director
Job Description

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| Position: | Public Library Director |
| Department: | Public Library |
| Appointing Authority: | Library Board of Trustees |
| Reports To: | Library Board of Trustees |
| Works Under the Direction of: | Library Board of Trustees |
| Salary: | Up to \$65,000.00 (depending on qualifications) |
| Hours: | 35 Hours/Week (including occasional nights and weekends) |
| Affiliation: | Non-Union, Exempt |
| Benefits: | Competitive Benefits Package including paid vacation time, paid sick time, health insurance and enrollment into the Bristol County Retirement Pension system. |

Summary

The Library Director, under the supervision of the Dighton Public Library Board of Trustees, will perform administrative, supervisory and technical work in planning and management of all library operations, including, but not limited to, personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Board of Trustees and the Massachusetts Board of Library Commissioners.

Supervision Exercised

Supervises a team of three (3) full-time Assistant Librarians (Assistant Librarian-Circulation, Assistant Librarian-Youth Services and Assistant Librarian II), a part-time Library Page, and volunteers.

Education and Experience

The successful candidate will hold a Masters in Library Science (MLS) from an American Library Association accredited school or have library experience while attaining the MLS.

Knowledge, Abilities, and Skills

The successful candidate must have

- knowledge of methods of library administration and management including finance, planning, and personnel
- knowledge of professional library principles, practices, and materials
- knowledge of local, regional, state and federal regulations.
- excellent communication skills; both verbally and in writing and excellent planning and organizational skills. Candidate will be expected to develop an understanding of library needs and interests of the community.
- proficiency in identifying outside funding sources, writing, submitting and managing grants.

- knowledge and understanding of the operation of and ability to troubleshoot computer systems and associated related software.
- ability to work collaboratively in a team-oriented environment.
- knowledge of supervisory techniques and practices and ability to lead and direct staff members.
- ability to initiate, innovate and provide exemplary customer service and interact with patrons professionally.

Essential Functions

- Reports to and consults with Library Board of Trustees and assists the board in the development of library policies.
- Oversees the development and implementation of library programs and procedures.
- Performs highly responsible work requiring leadership, independent judgment, and initiative in planning and overseeing the administration of the library, and in the development and delivery of library services to meet individual and community needs.
- Develops policies and procedures for selection, acquisition, circulation, maintenance and deselection of library materials.
- Hires, supervises, sets work standards, coordinates and manages schedules, evaluates, and trains library staff.
- Provides leadership by establishing effective working relationships and communication, encouraging creativity and initiative, resolving conflict effectively, and solving problems.
- Provides opportunities for staff to learn methods of service delivery and emerging technologies.
- Leads staff in the implementation of short and long-range plans. Develops strategic plan for library development in collaboration with staff, the Board of Trustees, the Friends of the Dighton Public Library, library patrons, and the community.
- Prepares weekly payroll and library billing for approval by trustees.
- Maintains employee time and other personnel records for the library.
- Develops and administers the annual budget; monitors expenditures, including payroll; analyze financial and statistical reports. Makes recommendations to Board for annual library budget.
- Attends monthly meetings of Board of Trustees. Presents oral and written Director's report at meetings with the Board of Trustees (and Board of Selectmen and the Finance Committee as needed) clarifying status of budget, programs, planning, personnel, services, facility and policy matters requiring consideration of action.
- Maintains affiliations with local, state, regional and national professional organizations. Keeps informed of professional issues and trends.
- Participates in consortium meetings and workshops, seminars and conferences, addressing current professional issues and developments.
- Leads the library in ensuring compliance with the American Library Association Library Bill of Rights and Massachusetts state standards and makes recommendations to the Board of Trustees on their implementation.
- Coordinates outreach with other community agencies and works cooperatively with library advocates.
- Prepares annual statistical and financial reports for the state, including State Aid to Public Libraries reports and Annual Report Information Statistics (ARIS).
- Complies monthly statistical data regarding library operations.

- Evaluates library services to ensure that the needs of the community are met.
- Promotes library services throughout the community.
- Implements inventory in conjunction with the Adult Services and Children's Librarian.
- Identifies external sources of funding, prepares and submits funding applications, and manages grants and other external funding.
- Performs similar or related work to that described above as required, directed or as the situation dictates.

Job Environment

The noise level ranges from very quiet to very noisy. Most work will be performed under typical office conditions.

Physical Requirements

- The employee is frequently required to sit, speak and hear, and use hands to operate equipment.
- Vision requirements include the ability to read and analyze documents and use a computer.
- Employee may frequently be required to stoop, bend and reach. Physical agility will be required to access all areas of office space.
- Employee may spend several hours standing or sitting.

Special Requirements

- Successful candidate will have a broad understanding of library services, organization, administration, and finance and a working knowledge of library computer applications.
- Valid driver's license.

Tools and Equipment Used

Computers, printers, fax machine, telephone answering machine, copy machine, scanner and telephone system.

The essential functions or duties listed herein are illustrations of the types of work that is performed. The omission of specific statement of duties does not exclude them from the positions if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Town of Dighton is a smoke, drug free and EOE/AA/Employer.