

POSITION DESCRIPTION

Library Director

Appointed Position

Estimated Time: 25 hours per week

Page 1 of 3

GENERAL PURPOSE

Performs a variety of routine and complex clerical and administrative work in the operation of the Town library.

SUPERVISION EXERCISED

Exercises supervision over Assistant Librarian, Library Substitute, and several volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Reports monthly to the Board of Trustees.

Provides professional advice on library issues and makes presentations on same.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assist subordinates in performing duties; adjusts errors and complaints.

Maintains confidentiality.

Selects and catalogs the general collection of books, movies, periodicals, audio books,, newspapers, and other items contained in the library; reviews and keeps abreast of major selection tools; reviews and selects for purchase books, periodicals and collections; prepares library purchase orders. Inspects new collection material upon arrival for quality and financial control purposes. Evaluates collections for outdated or not used materials; performs removal and disposition.

Reviews items donated to the library and chooses items to be added to the collection and arranges for disposition of other items.

Library Director

Page 2 of 3

Organizes and conducts special programs for patrons. Selects and delivers materials for home bound patrons. Works with Friends of the Library group to define and complete goals with which the group can assist.

Assists patrons in the selection of library materials, reference guidance, and checking out materials.

Participates in library related workshops and courses to keep abreast of current library practices and procedures. Applies for public and private grants for materials, equipment, and programming.

Maintains records of circulation and number of patrons; completes state reports for Massachusetts Board of Library Commissioners. Ensures all requirements and regulations are met. Prepares proposed annual budget for Trustees' review. Prepares press releases and other library publicity.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for classes, etc.

REQUIRED QUALIFICATIONS

Bachelor's degree.

DESIRED MINIMUM QUALIFICATIONS

Considerable knowledge of the principles and practices of modern library systems and programs; thorough knowledge of library collection classification and selection tools and techniques; working knowledge of equipment and facilities required in a comprehensive library system; working knowledge of the principles and practices of office management, work organization and supervision.

Skill in operation of listed tools and equipment. Ability to accurately classify and catalog library materials; ability to analyze and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with patrons, employees, supervisors, other agencies, and the general public.

SPECIAL REQUIREMENTS

Certification as Library Director per Massachusetts General Laws, Chapter 78 s. 19B(4) and 605 CMR 4.01(4). Must possess, or be able to obtain a valid Massachusetts

[Library Director](#) [Page 3 of 3](#)
four Special Library Training courses within five years of appointment.

Library computer system; Personal computer, including word processing and library cataloging software; calculator; copy and fax machine; phone.

PHYSICAL DEMANDS

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 of this job.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of training, education and experience; oral interview and reference check.

The duties listed above 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.

The 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.