



Town of Pepperell

Library Director Job Description

Job Title: Library Director

Supervisor: Library Board of Trustees

Hours Worked: Full-Time (40 hrs./week)

Department: Library

Salary: Contract

FLSA Status: Exempt

LIBRARY DIRECTOR

Lawrence Library

Position Purpose:

The purpose of this position is to provide professional administrative and supervisory work in directing the activities, services, operations, and resources of the Lawrence Library, in conformity with the policies established by the Library Board of Trustees. The Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control while exercising leadership, independent judgment, and initiative; all other related work as required.

Supervision

Supervision Received: Works under the policy direction of the Board of Library Trustees.

Supervision Given: Provides supervision of full and part time employees, as well as volunteers, by developing job direction, assigning tasks, and instructing, monitoring, and evaluating staff.

Job Environment:

Work is performed under typical office and library conditions; the noise level is moderate at times.

Operates computer, printers, facsimile machine, copier, calculator, and other standard office and library equipment.

Has frequent contact with the general public (including cable TV professionals, vendors, contractors, and performers) the Friends of the Lawrence Library, other Town departments, local schools/educators, the Board of Library Trustees, regional, state, and federal agencies, Union representatives, community organizations, and other municipal library staff.

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 residents of Pepperell and other patrons.
- Establishes and maintains contact with other municipal departments and with regional, state, and federal agencies and prepares reports to those agencies when necessary. Represents the library in all inter-library and inter-agency affairs. Works cooperatively with the Town department heads, school staff, and other civic and social representatives and groups to develop new programs and levels of service.
- Develops the annual budget and assumes fiscal responsibility for departmental activities including buildings and grounds, equipment, and staff utilization.
- Supervises the cost effective and judicious expenditure of all appropriated town funds, endowed funds, trust funds, gift monies, state aid awards, and grant monies. Pursues alternative cooperative purchasing options with other Town Departments, with network and regional libraries, and/or via state contract.
- Identifies grant opportunities and initiates grant proposals.
- Leads short and long-range planning activities in anticipation of, or in response to, community needs under the guidance of the Library Board of Trustees. Initiates and develops services and programs, making changes as necessary to effectively carry out policies.
- Participates in Trustee meetings; acts as an advisor to the Board on library matters and keeps them informed of issues and developments impacting the library. Makes policy recommendations to the Board and implements and interprets policies adopted by the Board.
- Recruits, interviews, and selects both union and non-union staff. Supervises volunteers and library employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation. Develops tools to evaluate staff performance and coordinates the performance evaluation of staff members. Disciplines and terminates staff as necessary.
- Maintains confidentiality as required related to personnel, patron, and other information.
- Provides leadership in establishing effective working relationships and communication, ensuring high productivity and a positive team environment, while encouraging initiative and creativity.
- Attends weekend or evening meetings as required, and is on call to respond to emergency situations.
- Attends all Town and Special Town Meetings, representing the library to the community and Town Meeting attendees.

- Prepares a yearly written report of all library activities and expenditures for inclusion in the Town of Pepperell Annual Report.
- Manages the Fine Arts and Historical assets of the Library including inventory, appraisal, and insurance.
- Facilitates the continuation of programming and community outreach through visual art and music offerings in the library Art Gallery.
- Oversees the maintenance and updates of the library web-based services and website.
- Promotes community use and support of the library and involves the library in community affairs. Speaks before groups and boards as required.
- Develops and implements special programs.
- Determines focus, policies, and priorities for collection development.
- Supervises and oversees the care and maintenance of the physical facility. Prepares bid documents and interacts with vendors. Makes recommendations for preventive maintenance, major repairs, and changes to the Board.
- Maintains regional, professional and network affiliations and attends meetings, seminars, and conferences as necessary. Keeps current with professional library literature.
- Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's Degree in Library and Information Science from an ALA accredited school; at least four years of progressively responsible experience in library administration and supervision.

Special Requirements:

Certification by the Massachusetts Board of Library Commissioners as a Professional Librarian.

Skills, Knowledge and Abilities:

Proficiency in the procedures and practices of professional library administration and the organization and management of budgetary, personnel, and building operations. Ability to build a positive team environment, manage, and motivate staff. Ability to maintain confidential information which requires the application of appropriate judgment, discretion, and professional protocols. Knowledge of automated information data and retrieval systems essential to providing uninterrupted library services. Strong communication, supervisory, interpersonal, and customer service skills as required in serving the public.

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 and move throughout the Library facilities, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically 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, or supplies; must be able to lift, push and/or pull objects and furniture while setting up activities at the Library or shoveling snow at entrances.

The Director must be able to handle a wide range of practical building maintenance issues without the need of outside assistance.

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.)

Equal Employment Opportunity (EEO) Employer

The Town of Pepperell provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Pepperell expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge.