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| <b>Job Title:</b> Library Director  | <b>Hours per week:</b> 40  | <b>FLSA Status:</b> Exempt       |
| <b>Reports to:</b> Library Trustees | <b>Department:</b> Library | <b>Grade:</b> 9                  |
| <b>Created date:</b>                | <b>Revised date:</b>       | <b>Approved date:</b> 04/25/2011 |
| <b>Created by:</b>                  | <b>Revised by:</b>         | <b>Approved by:</b>              |

**TOWN OF STERLING  
LIBRARY DIRECTOR**

**Statement of Duties**

The Library Director is responsible for the administration, direction, and supervision of all operations, programs and resources of the Conant Free Public Library, in accord with Town By-Laws, requirements of the Massachusetts Board of Library Commissioners, and the laws and regulatory requirements of the Commonwealth, including MGL CH. 78 regarding library operation and citizens' rights to privacy and free speech. Reports to the Chairman of the elected six-member Board of Library Trustees. Advises Trustees of important matters and employs expertise to develop policies that meet changing requirements for ratification by the Board. Related work as required.

**Supervision**

The Director develops annual goals and objectives and works with a high degree of independence, leadership and judgment in directing the operations of the library toward their accomplishment. The Director is evaluated annually by the Trustees.

The Director supervises and manages key personnel and is responsible for the performance of 8 to 12 full and part-time staff and 25 or more volunteers, who work in shifts involving nights and weekends. Delegates authority to Assistant Director and key personnel for the accomplishment of goals of various service units and shifts and holds them responsible for performance. The Assistant Director manages the services of Children's' and Young Adult services, and manages the budget allocation for those programs.

Errors could have severe negative effects on library operations, have large financial or legal repercussions or seriously jeopardize the safety of the staff and public.

**Job Environment**

Work is performed both under typical office conditions and also within a large building open to all. Some behaviors on the part of individuals using the library might pose threats to staff or the public, requiring the Director to intervene. Frequently required to work outside of normal business hours. In addition, may be required to work on weekends, and may be contacted at home at any time to respond to important situations. Is primary emergency contact, requiring response in person to assure safety of the public, personnel, equipment or physical plant.

**Nature and Purpose of Public Contact**

Duties involve regular contact with local and state government officials, the press, community leaders and any other individuals to protect and promote the library's overall interest. The Director must be able to work effectively with and influence all types of constituencies. Actively supports state and federal legislation designed to aid or enhance library services and development.

Also represents the library to promote and publicize library services to the community, including participation in various civic organizations, presentations to groups, and meeting with individuals. Attends a variety of state and regional professional meetings and conferences; serves on professional councils and committees; participates in the work of professional and local cooperative library organizations.

Must represent the library effectively in critical situations that might influence the well-being of the library, and may consult with other town officials, town counsel, and counsel and advisors at the American Library Association to protect the library and the town.

Is the contact person for the FBI working with the Department of Homeland Security. Works with local and state law enforcement if behavior on library computers appears to be illegal. Must occasionally establish and issue No Trespass Orders and deliver same to known Level II and III sex offenders. Establishes plans and procedures with the Police and Fire Chiefs and the DPW Superintendent for the safety of the public and 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 and supervises all operations of the public library, employing knowledge of current best practices. Develops library policies, programs and procedures through consultation with others in the field, attendance at seminars and classes, and research in professional literature.

Develops annual library budget and supervises the cost effective and judicious use of all appropriated town funds, endowed funds, trust funds, gift monies, state aid awards and grant monies and accounts for their expenditure.

Pursues grant funding from state and federal sources, and from foundations and corporate donors to promote, enhance and create new library services, programs and collections.

Manages the Fine Arts and Historical assets of the Library, including inventory, appraisal, institutional loans and disposition.

Overall responsibility for the selection of books and other library materials in accordance with library collection policy. Provides procedure for citizen request for reconsideration of library materials.

Manages all aspects of up-to-date technology for library functions, including computer-automated library services on library premises and through library web site. Keeps abreast of current technological advances in the delivery of library service, acquiring training necessary to deliver the appropriate new services, and provides training to staff.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Master's Degree in Library or Information Science from an ALA accredited program; seven years or more of progressively responsible experience in professional library work; including three years of administrative and supervisory responsibility; or any equivalent combination of education, training and experience, which provides the requisite knowledge, skills, and abilities for this job. **Special**

**Requirements:** Certification from the Massachusetts Board of Library Commissioners.

### **Knowledge, Ability and Skill**

Thorough knowledge of library administration. Solid background in personnel, planning, programming, and fiscal management; ability to analyze and solve major problems; complete competence in oral and written communications; ability to establish and maintain effective working relationships with Board, subordinates, associates, corporate representatives, officials of other agencies and the public. Proficiency with computer skills essential as well as working knowledge of computer operating systems, hardware and software, networks, web site development and maintenance, use of databases and employment of social networks to deliver library services. Must keep current in these areas.

### **Physical and Mental Requirements**

Work is performed in an office setting, subject to quiet to moderate noise. Frequent standing, walking, bending, reaching, and climbing. Ability to operate a keyboard at efficient speeds. Frequently required to sit, talk, or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and to reach with

hands and arms. Frequently the incumbent will lift up to 10 pounds, occasional lifting is required up to 15 pounds, seldom does the incumbent lift up to 20 pounds. Specific vision ability includes close vision and the ability to adjust focus. The compactness of space and accessibility could cause inconveniences and stress at times. Equipment used includes personal computers, office machines.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.*