



p.o. box 5249 • edgartown, ma 02539 • [www.edgartownlibrary.org](http://www.edgartownlibrary.org)

**Position Title:** Library Director

### **Statement of Duties**

Professional, administrative and supervisory work in directing the programs and operations of the public library and in overseeing all library services and resources; performs all other related or similar work as required.

### **Supervision**

Employee works under the administrative direction of the Board of Library Trustees consulting with supervisors when clarification, interpretation, or exception to department policies may be required. Employee establishes short and long-range plans and objectives and assumes direct accountability for department results in accordance with municipal policies and objectives.

Employee performs highly responsible work requiring the frequent exercise of leadership, independent judgment, and initiative in planning and overseeing the administration of the Town's Public Library system and in the development and delivery of library services to meet individual, community, and regional needs.

Employee exercises department level supervisory responsibility of seven full-time and two part-time staff and approximately 15 volunteers all of whom are located at the same location. Functions, programs, work processes and staff size is well established and relatively stable. The volume of work is relatively stable.

### **Job Environment**

Work is performed under typical office and library conditions; work environment is moderately noisy; occasionally may be required to work outside of normal business hours. Employee may be required to work on weekends and may be contacted at home at any time to respond to important situations.

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles or directives that pertain to a specific functional area.

The work consists of employing many different concepts, theories, and principles relating to the library administrative field. Assignments typically include such matters as studying trends in the field of application, assessing services and recommending improvements; planning long-range projects; devising new techniques for application to work.

Employee operates library computers in a network environment, standard office equipment, hand tools, and library equipment.

Employee makes frequent contacts with other libraries, professional organizations, civic groups and the public requiring the ability to influence actions and resolve problems; meets with the Board of Library Trustees, and other town and school departments; contacts are by phone, in person, and in writing, and require discussion of administrative and technical matters as well as answering questions relative to circulation materials or the provision of general information.

Employee has access to all department-related confidential information, including personnel records and patron records.

Errors could result in negative public relations, damage to the library building and equipment, reduction in the level of library service, and have legal repercussions for the town.

### **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.*

The Employee:

- Plans and supervises the operation of the public library; assists the Board of Trustees in the development of library policies, and oversees the development of library programs and procedures. Employee is responsible for the delivery of public services to the citizens using the public library and for the efficient administration and management of the library facility.
- Oversees and monitors staffing levels; assigns personnel, and develops work schedules; handles all personnel management functions, including hiring, discipline, and firing; maintains personnel records.
- Is responsible for long-range planning for library services in accordance with federal, state and local guidelines and for leading staff in the implementation of this plan.
- Is responsible for providing the means and direction for staff to access up-to-date information on improving services.
- Promotes library services to the community, which includes participating in various civic organizations, speaking to groups interested in what services are provided, and meeting with individuals.
- Develops the department's operating and capital budget for presentation to the Trustees and the town; manages funds appropriated; responsible for budgets associated with grant awards and reporting of such funds.
- Represents the library at meetings with the Board of Selectmen and other town boards and/or committees. Promotes the town's interests in local, regional, state, and national libraries.

- Responsible for preparation and administration of department grants.
- Responsible for the selection and ordering of books and other library materials in accordance with policies adopted by the Board of Trustees.
- Promotes and publicizes library activities; plans and executes library programs related to fundraising events, speakers, etc.; represents the library at ceremonial occasions in the community and at professional meetings. Attends a variety of state and regional professional meetings; serves on professional councils and committees, etc.; participates in the work of professional and local cooperative library organizations.

## **Recommended Minimum Qualifications**

### Education and Experience

Master's degree in library science from an ALA accredited school; three to five years of progressively responsible experience in professional library work, including three years of administrative and supervisory responsibility at a public library; or any equivalent combination of experience and education.

### Special Requirements

State certification in Librarianship from the Massachusetts Board of Library Commissioners.

### Knowledge, Ability, and Skills

#### Knowledge:

- Thorough knowledge of the principles and practices of professional library work, and of the organization and management of library operations, including administration, personnel, Internet, literacy, censorship, preservation of materials, regional networking, resource sharing and finance.
- Working knowledge of the use of computers for library functions such as research methods, and products, automated catalog and loan management and acquisition systems.
- Working knowledge of desktop software, print and electronic publishing, literary and reading trends, and communication technology.
- Considerable knowledge of general management, including financial and personnel management as well as computer networking.
- Must have a working knowledge of state procurement laws.

Ability to:

- Direct the work of professional and non-professional staff.
- Deal with people effectively and appropriately.
- Communicate clearly, both orally and in writing.
- Prepare and administer budgets and to prepare financial reports.
- Speak to large groups.
- Operate a computer.
- Develop and write grant applications.
- Resolve conflicts and to develop and maintain effective working relationships among staff, patrons, representatives of community groups, town officials, volunteers, and service providers
- Perform basic mathematical computations and to manage multiple tasks in a prompt, efficient manner.
- Use a personal computer including office software.

Skills:

- Excellent planning and organizational skills.
- Broad interest in learning and literature.
- Budgetary skills.
- Excellent customer services skills.
- Skill in pursuing and administering grants.
- Excellent writing and communication skills.
- Good supervisory skills.

Physical requirements

Moderate physical effort required in performing typical library functions. Frequent standing, walking, bending, reaching, and climbing. Ability to efficiently operate a computer keyboard. Frequently required to sit, talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee frequently lifts up to 10 pounds, occasionally may be required to lift and/or move materials weighing up to 30 pounds, and rarely lifts materials up to 60 pounds (40 pound water cooler bottles for example). Normal vision requirements.