

Job Description

LIBRARY DIRECTOR, SWANSEA PUBLIC LIBRARY, SWANSEA, MA

The Director is responsible for the administration of all library functions with goals, guides, and policies established by the Library Board of Trustees. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board. The Director is expected to provide a leadership role within the library, the community, the library profession. The Director serves as the official representative of the library.

PRIMARY RESPONSIBILITIES:

Planning & Library Management

- Plans, organizes, and leads in short and long-range planning to provide a program of library service to meet the goals of the library and the community.
- Prepares monthly and annual reports for the Library Board of Trustees, Town Administrator and the Massachusetts Board of Library Commissioners.
- Works closely with the Library Board of Trustees advising them on policy and administrative issues.
- Prepare and present library budget with town accountant, town administrator, Selectmen, & Finance & Advisory Board.
- Assures management responsibility for effective functioning of the library.
- Pursues grant funding from state and federal sources, from foundations and corporate donors to fund new or supplementary programs and services.
- Maintains regular communication with the Town Administrator.
- Directs daily operations of library.
- Evaluates the existing collection and oversees the selection, ordering, and processing of library materials including online databases and services.
- Evaluates the effectiveness of library services in light of community needs and interests.
- Ensures adequate levels of technology to meet library service goals.
- Utilizes outcomes-based assessment measures to evaluate user satisfaction with library services and resources.
- Represents the library in cooperative projects with the Massachusetts Board of Library Commissioners, The SAILS Library Network, and Town Hall departments.
- Keeps current with library trends and operations.

Personnel Management

- Manages staff and coordinates staff functions.
- Develops staff job descriptions, recommends and administers personnel policies.

- Advertises all open positions in accordance with town hiring practices. Hires, evaluates, promotes and terminates staff.
- Defines expectations for staff performance and sets goals for service and programming.
- Works to promote high staff morale.
- Provides opportunities for staff professional growth by supporting participation in professional associations, seminars, and activities.
- Ensures that staff performance evaluations are done on a regular basis.

Library Facilities Management

- Manages the physical building and coordinates with town departments on the upkeep and maintenance of the library.
- Primary liaison with the MBLC, architect, and building committee in overseeing the library construction grant and building project.
- Manages IT suppliers and ensures operation of computer network.
- Assumes responsibility for library space and furnishings.
- Responds to building emergencies.

Public Relations and Community Development

- Builds community support for the library, using a variety of methods.
- Represents the library and speaks before community, civic, and other groups regarding the activities and goals of the library.
- Develops and encourages strategic partnerships with community, regional and statewide organizations.
- Supports and facilitates the work of the Friends of the Library. Attends Friends' meetings to request program funding and to coordinate events with library schedule and staff.
- Attends professional and other meetings to maintain contact with other professional and library-related agencies.

Other Related Duties as necessary

QUALIFICATIONS:

- A Master's Degree in Library or Information Science from an ALA accredited school.

- A minimum of five (5) years of progressively responsible experience in professional library work, including library management and direct supervision of others.
- Demonstrated organizational and interpersonal skills, as well as effective verbal and written communication skills.
- Substantial experience with computers, technology, social media, MS Office Suite, the Internet, Integrated Library Systems Software, and other software and applications as needed.
- Experience with researching and pursuing grant proposals to fund new or supplementary programs and services.
- Considerable ability to interact with the general public, elected and appointed officials, outside organizations, and professional associations.

ESSENTIAL QUALITIES:

- A desire to meet and serve the public.
- Ability to make administrative decisions, develop policies, and supervise staff.
- Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public.
- Ability to think analytically and to develop new services.
- Ability to make administrative decisions, develop policies and supervise staff.
- Is consistently accurate and uses good organizational skills at all times.
- Is flexible and works well under short time constraints.
- Maintains absolute confidentiality of library records and administrative matters.
- Makes sound administrative decisions and judiciously interprets and applies policies.
- Interacts positively with co-workers and the public.
- Experience with building renovation projects preferred.