

Library Director, Swansea Public Library, Swansea, MA

The Swansea Public Library Board of Trustees seeks an enthusiastic, community-minded, visionary leader as its next director. The ideal candidate will be a strong advocate for the Library's programs, possess excellent knowledge of current best practices, and exhibit a commitment to community engagement. The Library Director is responsible for the management, administration and direction of daily library operations and services, including preparing and managing the library budget, short and long-range planning, grant applications, collection development, community outreach, and managing personnel.

The library's mission is to be at the center of community life where reading, lifelong learning, recreational, cultural services, and civic pride thrive. Swansea is a town of 16,263 residents in southeastern Massachusetts. The town is primarily residential with four elementary schools, one junior high school, and one high school. Swansea has a town administrator and elected selectmen form of government. The Library Director reports to the Library Board of Trustees and to the Town Administrator. The library has an annual budget of \$323,990.00, an annual circulation of 72,927, 5 FT staff and 7 PT staff. In 2017 the Swansea Public Library was awarded a MBLC construction grant totaling \$6,875,844.00. The library director will have responsibilities to contribute to fund-raising, working with the Architects, OPM, MBLC, the library building committee, and town officials on this building project as we move forward with the building design and securing matching funds from the town.

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.
- Experience with building renovation projects preferred.

A detailed job description is available at <http://www.swansealibrary.org/>

SALARY: The salary for this position will range between \$70,000 and \$78,000 depending on qualifications, education, and experience. This position also includes a comprehensive benefit package including health insurance.

TO APPLY: Qualified applicants should send a descriptive cover letter and resume to hr@town.swansea.ma.us.

DEADLINE: For primary consideration, submit your application before April 2, 2018. The position will remain open until filled.