

**Job Description: Non-Union Position  
Town of Pembroke, Massachusetts**

**Position Title**

Library Director

Schedule A

SA-27

**Responsibilities:**

- Reporting to the Board of Trustees, the Director is responsible for the management, direction, and administration of the library, including program and collection development, personnel functions, community outreach, and building maintenance, in conformance with Board policies, regulations of the Massachusetts Board of Library Commissioners, the laws of the Commonwealth of Massachusetts, and applicable town bylaws
- Prepare and justify the annual budget and keep the financial accounts
- Manage the library, including the upkeep and maintenance of the building
- Interview, select, and train staff
- Schedule the staff so that the public receives the best possible service
- Write grants and seek additional funding
- Select material and develop a balanced collection to serve the needs of the community
- Provide reference service as needed
- Catalog materials as needed
- Prepare reports and statistics that evaluate library services and their effectiveness
- Develop an action plan for each year and maintain a five-year Strategic Plan to be filed with the Massachusetts Board of Library Commissioners
- Write state reports as required by law
- Perform other duties as required

**Job Environment:**

- Normal office environment with frequent interruptions to respond to residents and staff

**Supervision:**

- Report to the Board of Library Trustees

**Essential Functions:**

- Coordinate activities and meetings of the Board of Library Trustees and provide advice and recommendations to the Trustees for improvement of library services
- Research and recommend library policies and implement policies adopted by the Board
- Responsible for total management of the library
- Responsible for management of finances
- Prepare and justify the annual budget
- Personnel administration and evaluation

- Collection, program, and staff development
- Short and long-term planning
- Represent the library as a voting member and work with the SAILS Library Network consortium
- Direct and implement the library's public relations programs to promote and publicize the library in the community, including utilizing social media platforms and the library website
- Manage all aspects of technology-related library functions, both internal and consortium-related, and conduct technology planning
- Represent the library as liaison to various town, civic, and community organizations as needed

#### Recommended Minimum Qualifications:

- Must have MLS from an ALA-accredited program
- State certification from the Massachusetts Board of Library Commissioners
- Requires a minimum of five years' experience in a public library with at least three years of progressively responsible experience in administration
- Must demonstrate knowledge of computer technology, including integrated library systems, PC, Microsoft Office, and Internet
- Requires the ability to handle original cataloging and provide comprehensive reference services
- Must demonstrate strong leadership skills in strategic planning
- Requires knowledge of current trends and challenges in library service

#### Additional Desirable Qualifications:

- Ability to juggle several priorities simultaneously
- Additional degree beyond the masters in a related field such as education, administration, or information science
- Demonstrated ability to write and receive grants

#### Special Requirements:

- Possess telephone courtesy and customer service skills
- Strong interpersonal skills and demonstrated customer service ability to deal with a full spectrum of staff and public contacts
- Present a clean, neat, and professional appearance

#### Knowledge, Abilities, and Skills:

##### *Knowledge:*

- Experience with an integrated library computer system as well as proficiency with Excel, Word, Publisher, and other computer programs
- A broad background of professional knowledge, including cataloging, reference, programming, and public services is necessary
- Knowledge of current trends and challenges in the library field is vital

- Federal and state legislation governing freedom of speech, freedom of information, and copyright, as applied to library practices and policies

*Abilities:*

- Demonstrate the ability to provide strong leadership for effective changes necessary to maintain excellent library service
- Demonstrate the ability to manage and lead a staff with widely diverse skills and backgrounds

*Skills:*

- Interpersonal and communication skills are required

**Physical Requirements:**

- May spend extended periods of time at computer terminal, on the telephone, or operating other office machines, requiring hand-eye coordination and finger dexterity
- Normal vision is required for this position
- Regular lifting and carrying of files, documents, records, etc. is routine
- Employee will be required to talk, listen, sit for long periods, stand, walk, stoop, kneel, crouch, and reach

*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.*