

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

**Library Director
Schedule A
SA-27**

The Library Director is responsible for the management, direction, and administration of the library including program and collection development, building maintenance, personnel functions, technology, and community outreach in conformance with policies established by the Board of Library Trustees, regulations of the Massachusetts Board of Library Commissioners, the laws of the Commonwealth of Massachusetts, and applicable town bylaws.

Reports to the Board of Library Trustees

Supervises all library staff

- Plans, implements, and evaluates library services. Prepares reports and statistics that evaluate library services and their effectiveness.
- Develops, implements, and evaluates long and short-term goals and objectives.
- Develops and administers policies concerning library operations, budgets, and programs.
- Manages the library building(s) and furnishings, including upkeep and maintenance.
- Evaluates library collections including materials selection and collection development policies. Maintains and grows a balanced collection to serve the needs of the community.
- Develops an Action Plan each year, creates and maintains a Five-year Strategic Plan to be filed with the MA Board of Library commissioners.
- Prepares the annual budget and presents and defends budget requests before the Library Board of trustees (BoT) and municipal officials. Oversees the expenditure of funds within constraints of approved budgets. Negotiates favorable contracts and pursues cost-saving opportunities. Maintains accurate financial records.
- Serves as the library's liaison with municipal government and the community. Speaks before groups and boards as required and attends town department head meetings.
- Recruits, hires, trains, supervises, and evaluates library personnel. Encourages staff development and professional growth. Conducts staff meetings.
- Pursues and applies for grant money.
- Attends monthly BoT meetings. Prepares monthly and annual financial and statistical reports for BoT and municipal officials. Advises the BoT in library matters and keeps it informed of relevant issues at the town, regional, state, and national levels. Makes policy recommendations and implements said policies when adopted.
- Cooperates with community groups and town officials to implement library services. Oversees use of library by outside groups.
- Provides reference and reader's advisory services to patrons as needed. Handles complaints in accordance with policy.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature. Maintains membership in professional organizations.
- Prepares questionnaires and surveys to evaluate public responses to the library.
- Performs other related responsibilities as necessary.

Minimum Required Qualifications:

Master's Degree in Library Science from an ALA-accredited institution, State Certification from the MA Board of Library commissioners, five years of experience in a public library, with at least three years of increasingly responsible experience in administration.

Recommended Qualifications:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science.
- Demonstrate knowledge of digital technology as well as current trends and challenges in library service.
- Ability to work independently with a high degree of motivation, initiative, and resourcefulness.
- Ability to interact courteously and effectively with elected and appointed officials, town employees, library staff and volunteers, the library's business contacts, and the public.
- Ability to speak and write clearly and effectively.

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.