

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

Position Title

Library Director

Schedule A

SA-27

Responsibilities:

The Director is responsible for 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. The Director must:

- Manage the Library, including the upkeep and maintenance of the building
- Interview, select, train, and schedule staff
- Seek additional funding via grants or other appropriate means
- Select materials and develop a balanced collection to serve the needs of the community
- Provide reference service as needed
- Catalog materials as needed
- Develop an action plan for each year and maintain a five-year Strategic Plan to be filed with the Massachusetts Board of Library Commissioners
- Prepare and submit state reports as required by law
- Work to maintain State Accreditation
- Coordinate with Pembroke Emergency Management Agency (PEMA) and the use of the Library as an emergency facility when needed
- Remain active in state and professional Library organizations
- Perform other essential duties as required

Job Environment:

- Traditional office environment with frequent interruptions to respond to residents and staff
- Some job duties may require offsite work and travel
- Will require some nights and weekends

Supervision:

- Reports to the Board of Library Trustees

Essential Functions:

- Coordinate activities and the monthly meetings of the Board of Library Trustees and provides advice and recommendations to the Trustees for improvement of Library Services
- Research and recommend Library policies and implements policies adopted by the Board
- Responsible for total management of the library, including finances
- Prepare and justify the annual budget and prepare financial statements

- Prepare reports and statistics that evaluate library services and their effectiveness
- Oversee personnel administration and evaluation
- Oversee collection, program, and staff development
- Work with Town Manager to prepare the budget and capital requests
- Develop short and long term plans
- 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 a voting member and work with the SAILS Library Network consortium
- Represent the Library as liaison to various Town, civic and community organizations as needed
- Maintain communication with the Friends of the Pembroke Library, the Pembroke Library Foundation, and other support groups

Minimum Qualifications:

- MLS from an ALA-accredited program
- State certification from the Massachusetts Board of Library Commissioners
- Minimum of five years' experience in a public library with at least three years progressively responsible experience in administration
- Knowledge of computer technology including integrated library systems, PC, Microsoft Office and Internet
- The ability to catalog and provide comprehensive reference services
- Strong leadership skills in strategic planning
- Knowledge of current trends and challenges in library service

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

Knowledge, Ability and Skill:

Knowledge:

- A broad background of professional knowledge including cataloging, reference, programming, and public services is necessary
- Knowledge of Federal and state legislation governing freedom of speech, freedom of information and copyright, as applied to library practices and policies.

Ability:

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

Physical Requirements:

- May spend extended periods of time at computer terminal, on the telephone, or operating other office machines, requiring eye-hand 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.