POSITION OVERVIEW:

The Library Director works under the general supervision of the publicly elected Board of Trustees. The Trustees develop library policy with the professional advice of the Director and both act in accordance with the laws of the Commonwealth of Massachusetts, the standards of the Board of Library Commissioners, Groveland town government, and Trustee by-laws.

The Library Director is responsible for the management, administration and direction of all library operations and services, within established library policies. This includes preparing and managing the library's budget, short and long range planning, grants, collection development, community outreach and programs, and managing personnel.

ESSENTIAL JOB FUNCTIONS:

Prepares annual budget request for presentation to the Trustees, Finance Committee, Board of Selectmen, and Capital Improvement Committee, as required - Effectively manages established budget - Prepares a yearly written report of all library activities and expenditures for inclusion in the Town of Groveland Annual Report - Attends Town Meeting as needed, representing the Library to the community

Supervises the operation of the library; recommending and implementing library policies, procedures, and programs - Plans long and short range for library services, meeting all federal, state, and local guidelines - selects all library materials - Implements periodic inventory of library collection to determine materials to be discarded - Manages all aspects of technology and related library functions; internal and consortium related - Investigates and recommends, to Trustees, enhancements, related to service, programs, and materials - Implements approved enhancements

Provides leadership; establishing effective working relationships and communication, encouraging creativity and initiative, resolving conflict effectively and solving problems - Directly supervises, trains, and annually evaluates library staff - Coordinates and manages staff schedule - Leads staff in the implementation of the short and long range plan - Provides opportunities for staff to learn methods of service delivery and emerging technologies - Keeps informed of professional issues and trends - Maintains affiliations with local, state, regional, and national professional organizations - Attends workshops, seminars, and conferences addressing current professional issues and developments - Stays informed of and communicates to Trustees state and federal legislation regarding library services

Ensures high quality public service - Promotes and publicizes library services to the community - Maintains strong community relationships with local schools, organizations, and businesses - Utilizes volunteers and other community resources

Attends monthly meetings of Board of Trustees - Presents written and oral Director's Report at meeting, clarifying status of budget, programs, planning, personnel, services, facility, and policy matters requiring consideration or action

Pursues supplemental sources of funding for new or ongoing services, programs, and collection needs, including Massachusetts Board of Library Commissioners and Library Service and Technology Act grants - Administers grants and other funds according to specified guidelines; filing required reports within specified time frames
REQUIREMENTS:

Have knowledge of methods of library administration and management including finance, planning, and personnel and professional library principles, practices, and materials

Have knowledge of local, regional, state, and federal regulations

Have excellent communication skills; both verbally and in writing and excellent planning and organizational skills - Develop an understanding of library needs and interests of the community - Write and administer grants

Understand and know how to operate and troubleshoot computer systems and associated related software

Work cooperatively in team centered environment

Have knowledge of supervisory techniques and practices with ability to lead and direct staff

Initiate, innovate, and provide exemplary customer service - Interact with patrons professionally

EDUCATION AND EXPERIENCE:

Required: BA/BS Degree - Experience in Public Library Administration

Preferred: Supervisory experience - Master's Degree in Library Science

WORKING CONDITIONS & PHYSICAL DEMANDS:

Occasional lifting and/or moving up to 40 pounds - Noise level is generally quiet - While performing the duties of this job, the employee is frequently required to sit, stand, and walk short to moderate distances, talk, listen, hear, and use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hand and arms - The employee is occasionally required to balance, stoop, kneel, or crouch

The working conditions & physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

SPECIAL REQUIREMENTS:
None

NON-DISCRIMINATION CLAUSE:

No individual shall be denied any rights guaranteed pursuant to local, state, and/or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.

Updated February 2016