

**Town of Ashfield, Massachusetts
Job Description**

Position Title:	Library Director	Grade Level:	
Department	Library Department	Date:	10.1.19
Reports to:	Library Board of Trustees	FLSA Status	Exempt

Statement of Duties

The Library Director provides and promotes library services to the Ashfield community. The Director performs professional, administrative, and supervisory work overseeing all aspects of the Town’s public library, including, but not limited to implementation of all library services for patrons of all ages, staffing and personnel management, leadership for improving public library services to the community, as well as the maintenance of library technology equipment, buildings, and grounds, recommending and coordinating major repairs and upgrades for approval by the Library Trustees.

Essential Functions

The essential functions or duties listed below are intended only as examples of the various type of work that may be performed.

- Provides vision and strategic direction for library services.
- Develops library programs and services.
- Effectively communicates and publicizes to the public programs and services offered;
- Develops and maintains positive relations with patrons, the Board of Trustees, the Friends of the Library, staff, volunteers, and appropriate representatives and/or officials of the Town of Ashfield.
- Maintains a professional demeanor, composure, sensitivity, and tact in the face of difficult interactions.
- Must be organized, flexible, and able to manage several projects at a time.
- Selects books and resources consistent with the Library’s Collection Development policy.
- Reports regularly to the Board of Trustees and attends the monthly Trustees meeting.
- Participates with the Board of Trustees in developing short and long term plans to accomplish the Library’s mission.
- Participates in the budget planning process, maintains records adequate to support budget requests, and efficiently makes optimal use of library funds to provide library services.
- Recommends candidates for hire, supervises, and trains all employees and volunteers. Develops job descriptions for all positions filled by regularly scheduled employees. Evaluates performance of all employees once a year and maintains records of these evaluations.
- Maintains and contributes to the library’s website, print, and social media.
- Reviews existing policies and recommends new policies on a regularly scheduled basis.
- Maintains user outreach to determine user needs. Translates these needs into acquisitions, programs and services within the Library’s budget limitations and in accordance with the library’s mission.
- Participates in professional development, including attending meetings to receive current information on best practices, stays abreast of advances in the profession and of changing state policies, and encourages the staff to do the same.

Town of Ashfield, Massachusetts Job Description

- Maintains the library facilities, including overseeing maintenance and repair of the exterior and interior of the building, and makes recommendations for improvements to the building to the Board of Trustees.
- Responds to the unique needs of a rural community in creative and innovative ways, e.g. providing space at the library for community events and activities.
- All other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree (or an equivalent craftsman level of trade knowledge) with minimum of three to five (3-5) years of progressive library management/administrative experience; experience with library technology preferably in a municipal library setting; or an equivalent combination of education and experience. Masters' Degree in Library Science is desirable.

Special Requirements

Should possess or be able to obtain Certification from the Board of Library Commissioners; and as a condition of employment, must complete and pass a CORI examination.

Knowledge, Abilities, and Skills

Knowledge

Thorough knowledge of the principles and practices of professional library services and the organization and management of library operations as well as information technology practices and/or emerging technologies in support of library administrative, technology and reference functions. Basic understanding of Town Government, knowledge of Massachusetts's ethics laws, budgetary processes, and open meeting regulations is required.

Abilities

Ability to establish and maintain effective working relationships with department staff, other town departments, the Board of Library Trustees and the State Board of Library Commissioners; ability to manage library operations, implement policies and programs, communicate effectively in writing and orally to large groups. Ability to work with specialists to manage areas of the library such as the facility, special collections, IT, web sites and social media.

Skills

Skill in leadership, motivation, ethics, public service, building relationships, customer service, and developing programs and services to meet the literacy needs of the community. Proficient organization and planning skills as well as a broad interest in learning and literature for patrons of all ages.

Supervision Required

The Director consults with the Board to establish short and long-range objectives and performance standards, and when clarification, interpretation, or exception to municipal or library policies may be required. The Director is expected to attempt to resolve conflicts that arise and coordinate in consultation with Trustees to adhere to Town Policies.

Town of Ashfield, Massachusetts
Job Description

Supervisory Responsibility

The Director is accountable for the direction and success of the library, its programs and activities to fulfill the needs of the Trustees and the community. The Director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of department and employee objectives coordinates program efforts within the unit and with other departments; delegates authority to subordinate employees and holds them responsible for the performance of their work; reviews program objectives and prepares progress reports. The Director recommends new goals as necessary to improve the quality and effectiveness of library services.

The Director is responsible for the direct supervision of part-time employees and volunteers if delegated by the Trustees.

Confidentiality

The Director has regular access to confidential information on a department-wide basis including but not limited to library patron, personnel, and other departmental records.

Accountability

Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger public health/safety, and jeopardize programs.

Judgment

Work is based on administrative or organizational policies, general principals, legislation or directives that pertain to the Library Department. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of established guidelines or policies. The Director is recognized as the Library Department or functional area's authority interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity

Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to the professional library field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Work Environment

Work is performed in a public library setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but working conditions are generally not unpleasant. Required to work beyond normal business hours in order to attend meetings of the Library Board of Trustees, department-sponsored events or in response to critical or emergency situations such as security alarms on a 24/7, 365 days per year basis.

Town of Ashfield, Massachusetts
Job Description

Nature and Purpose of Relationships

The Director must maintain positive and consistent relationships with co-workers, the public, groups and/or individuals such as civic leaders, state officials, representatives and peers of professional organizations, and the news media. The Director should have a sense of humor, positive attitude, a strong commitment to public service, and an appreciation of the role of libraries as social and community centers. An appreciation of the role of libraries in a democratic society is desired.

The Director serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. The Director, as a representative of the Town, is required to maintain a professional demeanor, composure, sensitivity, and tact in the face of difficult interactions. Must be able to maintain a positive, creative, supportive, and practical attitude and work cooperatively with staff and the Board of Trustees and the public.

Physical and Mental Requirements

The 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 the position's essential functions.

Physical Proficiencies

Work requires moderate, intermittent physical strength and effort on a regular basis. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing as well as lifting, pushing or pulling department equipment, tables, books or materials such as library books, equipment, photocopy and computer paper.

Motor Proficiencies

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include but are not limited to operating a personal computer or library equipment.

Visual/Mental/Auditory Proficiencies

The employee is required to constantly read documents, personal computer screens, and written reports for general understanding and routinely for analytical purposes. The employee must have the ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.