Library Director
FULL TIME (35hrs/wk)
Anticipated Hire Date - August 2020

**Statement of Duties:** The Library Director performs professional, administrative, and supervisory work overseeing all aspects of the Town’s public library. The Director is responsible for the implementation of all library functions for patrons of all ages, staffing and activities and provides 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 on approval of the Library Trustees. Director is required to perform all similar or related duties.

**Supervision Required:** Under the administrative direction of the Town Administrator and the policy direction of the Board of Library Trustees, the Director carries out job duties in accordance with established laws, regulations and policies. The Director is responsible for establishing short and long-range objectives, own performance standards and assumes direct accountability for department results. Director consults with the Town Administrator and/or the Board when clarification, interpretation, or exception to municipal or library policies may be required. The Director is responsible for the development and implementation of departmental policies, goals, objectives and operating budgets. The Director is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The Director is accountable for the direction and success of department programs and/or activities accomplished through others. The department head 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; and recommending new goals as necessary to improve the quality and effectiveness of library services. The Department Head typically formulates or recommends the department’s organizational structure operating guidelines and work operations; formulates, prepares and defends operating budgets, and accounts for the effective use of department funds and staff; 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 work in terms of accomplishment of program objectives and prepares progress reports; establishes the department’s operating practices and is responsible for the department’s personnel function, including the hiring, disciplining and training of employees.

The Director is responsible for the direct supervision of seven (7) full-time (three with MLS professional degrees), and two (2) part-time employees, as well as multiple volunteers who work at the same location(s) with varying shift schedules

**Confidentiality:** In accordance with the State Public Records law, the Director has regular access to confidential information on a department-wide basis including but not limited to official employee files, records of the Library Foundation, as well as, department or library patron 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 principles, 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 authority in 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 disruptive. Required to work beyond normal business hours in order to attend meetings of the Library Board of Trustees, department-sponsored events, town meetings or in response to critical or emergency situations such as security alarms on a 24/7, 365 days per year basis.

**Nature and Purpose of Relationships:** Relationships are on a constant basis with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. 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. Ensure open communication and understanding of community needs. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation. The Director is required to have regular communication with technical, maintenance and repair professionals.

**Occupational Risk:** Risk exposure to the employee is that found in a public library setting.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Plans and oversees the operation of the library including the development of library policies, maintenance of patron accounts, responding to patron reference questions, circulation of books and materials, management of the library’s web site, cataloging, technology updates, programs and related services and the application of measures used to monitor service accomplishments against recognized library service standards.

Responsible for the development and implementation of library service strategic plan to effectively meet the present and future needs of the community. Studies community and area trends and evaluates their relation to the library. Studies and evaluates trends in public library services and emerging technologies and incorporates them into library service plan as appropriate. Prepares and submits the Library's long range plans to the Massachusetts Board of Library Commissioners, which are a requirement for grant eligibility.
Works with the Town's IT Manager and library staff to develop and maintain library IT infrastructure and related services.

Works with the Town's Facility manager to maintain library grounds and facility. Responsible for the management and security of the physical plant and grounds to ensure proper maintenance and recommends improvements and repairs.

Oversees the management of the local history collection and related services; provides direction to the Library Archivist in the Adams Center.

Oversees management of services to adults, teens, and children, provides direction to professional librarians in those departments.

Ensures that the library meets financial and non-financial requirements for State certification and advises Town on those requirements. Maintains records and statistics for reporting on standards. Prepares annual reports to the Massachusetts Board of Library Commissioners to ensure certification and the receipt of State Aid.

Writes, oversees, and assists staff with grant applications to secure additional funding for introducing innovative services and updating library facilities, services, and technology.

Advises, consults, and confers with the Library Board of Trustees, other library officials (at State and local level), citizens, and community groups regarding library services and operations.

Responsible for the management of the library's integrated library system (ILS) and providing appropriate training for staff.

Supervises maintenance and development of library's website, internet services, and use of social media and emerging technologies, including policies governing these resources and services.

Responsible for collection development through the selection of library books and materials as well as the weeding, organization and maintenance of same; responsible for care and preservation of library historical and archival collections.

Coordinates the on-going training and development of department employees.

Responsible for promoting and publicizing library activities and programs including maintenance of the department's web site, preparation of marketing flyers and brochures as well as press releases.

Prepares, recommends, defends, and is responsible for the administration of the library's annual operating budget including the purchasing and preservation of library books and materials.

Responsible for the preparation, submittal and on-going administration of the department's payroll as well as the payment of payables to vendors.

Represents the Town within the library resource sharing network that delivers internet service, library materials, ILS services, and electronic resources to residents.

Attends library workshops or seminars to maintain current knowledge of new developments in the field of library science and related services including technology; makes recommendations to the Town and Board of Trustees to improve the provision of library services.
Serves as liaison for the library to various town, state, civic and community organizations; serves on various regional library organizations; speaks to groups and individuals to provide information and/or to promote library services.

Works with the Kingston Public Library Foundation and the Friends of the Library to enhance and promote library services, including seeking donations or grants to supplement municipal appropriation.

Works with the Library Trustees, staff, library foundation, community, public officials, consultants, and the Massachusetts Board of Library Commissioners to plan and implement expansion or renovation of library facilities, including grant-writing, surveying library trends and resident needs, developing a building program, working with architect and contractors, and all other steps to completion of project.

**Recommended Minimum Qualifications:**

**Education and Experience:** Minimum of a Master's Degree in Library Science from an ALA-accredited school; a minimum of five to seven (5-7) years of progressive library management/administrative experience including library technology preferably in a municipal library setting, including a minimum of three (3) years in a supervisory or management capacity; or an equivalent combination of education and experience.

**Special Requirements:** Must possess or have the ability to obtain a Certificate of Librarianship from the Massachusetts State Board of Library Commissioners. As a condition of employment, the employee must complete a CORI examination.

**Knowledge, Abilities and Skill**

**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. Knowledge of administrative and supervisory practices and techniques including budgetary, accounting and personnel management practices as well as facilities management. Basic knowledge of Town government. Knowledge in the management of special collections is desirable. Knowledge of Massachusetts and municipal ethics laws, budgetary processes and open meeting regulations is desirable.

**Abilities:** Ability to establish and maintain effective working relationships with department staff, other town departments, the Board of Library Trustees and the Massachusetts 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 and learning needs of the community. Proficient organization and planning skills as well as a broad interest in learning and literature for patrons of all ages.

**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 Skills:** 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.
**Motor Skills:** 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/Auditory Skills:** 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 auditory 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.*

**Application Procedure:**
Qualified applicants should complete the Town of Kingston employment application found on the Town website under Human Resources and submit their résumé. Please include a cover letter with salary expectations. Application materials can be emailed to personnel@kingstonmass.org, mailed to the Town of Kingston Town House Attn: Human Resources or hand delivered. Annual salary range $60,357 - $97,812; this is a Grade S-4 position on the Town’s Wage and Personnel Bylaws, with 10 Steps within this range. The Town of Kingston is an Equal Opportunity/Affirmative Action Employer. Applications will be reviewed on a continuous basis.

Date of posting: January 29, 2020