

**Position Purpose:**

Performs supervisory, administrative, and professional work responsible for the administration, direction and supervision of all operations, programs, and resources of the Conant Free Public Library, in accord with Town By-Laws, requirements of the Massachusetts Board of Library Commissioners, and the laws and regulatory requirements of the Commonwealth, including MGL CH. 78 regarding library operation and citizens' rights to privacy and free speech. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types 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 supervises all operations of the public library, employing knowledge of current best practices. Develops library policies, programs, and procedures through consultation with others in the field, attendance at seminars and classes, and research in professional literature.
- Develops annual library budget and supervises the cost effective and judicious use of all appropriated town funds, endowed funds, trust funds, gift monies, state aid awards and grant monies and accounts for their expenditure.
- Pursues grant funding from state and federal sources, and from foundations and corporate donors to promote, enhance and create new library services, programs, and collections.
- Manages the Fine Arts and Historical assets of the Library, including inventory, appraisal, institutional loans, and disposition.
- Overall responsibility for the selection of books and other library materials in accordance with library collection policy. Provides procedure for citizen request for reconsideration of library materials.
- Manages all aspects of up-to-date technology for library functions, including computer-automated library services on library premises and through library website. Keeps abreast of current technological advances in the delivery of library service, acquiring training necessary to deliver the appropriate new services, and provides training to staff.
- 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 advocate for library services.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Master's Degree in Library Science from an accredited ALA certified institution; five – seven (5-7) years of progressive library management experience preferably in a municipal library setting and a minimum of three (3) years in a supervisory capacity; or an equivalent combination of education and experience. State Certification of Librarianship from the Massachusetts Board of Library Commissioners, and certification to perform CORI checks on candidates for employment and to handle CORI records.

**Knowledge, Ability 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 procedures in support of library 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. Thorough knowledge of library administration development and maintenance use of databases and employment of social networks to deliver library services Working knowledge of personnel, planning, programming, and fiscal management.

*Ability:* Ability to analyze and solve major problems. Ability to establish and maintain effective working relationships with the Board, subordinates, associates, corporate representatives, officials of other agencies and the public. Ability to supervise staff in an effective and supportive manner. Ability of leadership, independent judgment, initiative, and decision-making. Ability to plan, implement, and evaluate effective library services, strategies, facilities, and staff. Ability to communicate effectively.

*Skill:* Strong managerial, supervisory organizational and interpersonal skills. Excellent written and verbal communication skills, administrative and problem-solving skills. Proficient with computer software and applications, and budgetary and grant writing skills. Skill in leadership, motivation, building relationships, customer service and developing programs and services to meet the needs of the community. Excellent organization and planning skills.

**Physical 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 essential functions.*

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the library and in the development and delivery of library services to meet individual and community needs.

*Supervision Received:* Works under the policy direction of the Library Board of Trustees.

*Supervision Given:* Directly supervises all full and part-time staff.

**Job Environment:**

- Work is performed under typical office and library conditions and work environment is moderately noisy; occasionally may be required to work outside of normal business hours. The employee attends evening meetings as is on call to respond to emergency situations.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with town departments and staff, the public, varied organizations, vendors, and other libraries and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to all department-related confidential information, including personnel records, bid documents and legal proceedings.

- Errors could result in delays or loss of services, poor public perception of the library, and financial repercussions.

*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.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*