

MARLBOROUGH PUBLIC LIBRARY

DIRECTOR

DEFINITION

The Director is responsible for management and operation of the library, its programs and services in accordance with policies established by the Board. The Director works in close cooperation with the Board, serving as its advisor and as an active participant in policy and budget development, goal setting, planning and evaluation.

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.

- Manages, directly or through delegation to library staff, library services, operations and activities, including, but not limited to the selection and removal of materials as part of the library's ongoing collection development; cataloguing and other technical services operations; programs and services to the general public and special user groups; supervision of staff; business and financial functions; community relations; library promotion; use and maintenance of library building and grounds.
- Manages and identifies capital projects to maintain and improve the library.
- Participates with the Board of Trustees in a continuing formal planning process which identifies and addresses community and library needs, provides direction for library development, and serves as a base for evaluation of library effectiveness in relation to changing community needs.
- Advises the Board in library matters and keeps it informed of relevant issues and developments at the regional, state, and national levels. Attends all Board meetings, prepares agenda, reports on library activities and important issues, participates actively in discussion, and contributes ideas and suggestions during the decision-making process.
- Makes policy recommendations to the Board in areas including but not limited to collection development, personnel, use of library facilities, and circulation of materials. Implements and interprets policies and provides staff with written instructions and procedures in support of such policies.
- Responsible for budget management, including initial preparation of annual budget recommendations for Board approval and participation in representation to municipal officers. Oversees the expenditure of funds and maintenance of financial records.
- Selects, trains, supervises, and evaluates personnel, with full authority in all personnel responsibilities including the hiring, direction, supervision, discipline, and termination of the library staff pursuant to Article IV of the By Laws of the Marlborough Public Library. Maintains personnel files and records.
- Develops the library's collection in accordance with a Board-approved collection development policy.
- Serves as the library's liaison with municipal government, library support groups, the media, and the community in general. Speaks before groups and boards as required.
- Monitors local, state, and federal laws and regulations applicable to library operation and takes action to ensure compliance as appropriate.
- Develops and implements a public relations program.
- Working with other municipal departments, assures security of facilities and health and safety of the workplace.
- Prepares grant proposals and administers grant awards.
- Establishes long and short-term plans and objectives within the scope of library policies and goals. Consults with the Board of Trustees on decisions regarding library policy and major expenditures.
- Performs related duties as required.

SUPERVISION RECEIVED

Under administrative direction of the Library Board of Trustees, the Director works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the Board where clarification, interpretation, or

exception to policy may be required. The Director exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The Director is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental 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 the program objective; and recommending new goals. The Director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

JUDGMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state, and local regulations.

COMPLEXITY

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the organization.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access at the departmental level to a variety of sensitive and confidential information.

WORK ENVIRONMENT

The work is performed in an office environment. Noise or physical surroundings may be distracting.

EDUCATION AND EXPERIENCE

Master's degree in Library Science from an ALA accredited school with a minimum of five (5) years of administrative experience in a public library with at least three (3) years in a director's position or any equivalent combination of education and experience. Must maintain qualifications specified on Massachusetts Board of Library Commissioners Minimum Standards for Free Public Library Service.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Genuine knowledge and intellectual curiosity and an appreciation of libraries. Knowledge of automated library systems, technology, and current library methods and trends. Knowledge of current and emerging technologies, collection development, personnel and facilities management, preparation of a library budget and community involvement

Abilities: Ability to speak and write effectively and clearly; demonstrated computer literacy. Leadership ability and a high degree of motivation, initiative, and resourcefulness. Ability to exercise independent judgment in decision making. Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports, and media in order to explain and/ or train others. Ability to maintain good public relations and to maintain effective collaborative working relationships with other departments, department heads, fellow employees, officials, and the general public and to respond in a courteous and professional manner. Ability to meet deadlines.

Skills: Excellent interpersonal skills and demonstrated supervisory skills with both professional and support staff. Strong Public relations, communication, and computer skills. Problem solving skills.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work involves physical skills typical of an office environment, including sitting, standing, walking, and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.