



**Boxborough Board of Library Trustees**  
**427 Mass Ave Boxborough, MA 01719**  
**Phone: (978) 263-4680 Fax: (978) 263-1275**

**Job Description: Library Director**  
November 2011

**Position Description:**

Responsible for providing leadership for the library system by directing and managing the Sargent Memorial Library; performs highly professional, administrative, and supervisory work in directing the activities and operations of the Library and in overseeing all library services and resources in accordance with the policies established by the Board of Library Trustees. This work is accomplished by anticipating, discovering and working to meet the information and library needs of all patrons; in conjunction with the Board of Library Trustees, planning and formulating services and policies; directing, training and supervising staff for optimum service; acquiring, maintaining and creating access to collections of print, electronic, media, other forms of information and materials which meet the needs of the library's patrons. The Director performs all other related work as required. The Library Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

This is a highly public, responsible position. The Library Director performs complex duties requiring a high level of independent judgment in planning, administration, and execution of the department's programs and services, and the direction of library personnel. He/she makes recommendations and decisions regarding department policies, procedures, operations and plans in accordance with state, federal, and local guidelines and in conjunction with the Board of Library Trustees.

**Principal Responsibilities:**

- Plans and supervises the operation of the public library in the town; recommends library policies, programs, and procedures. Responsible for the delivery of public services to citizens utilizing the public library, and for the efficient administration and management of the library.
- Develops and directs the implementation of the Library's Material Selection Policy and Collection Development Policy and instructs and directs the staff in compliance with same.
- Selects all materials offered to the public. Reads reviews and makes decisions regarding all purchases and weeding of materials.
- Manages all aspects of emerging technology-related library functions both internal and consortium-related; investigates and recommends to the Board of Trustees technological enhancements to service programs and materials delivery. Oversees technology inventory, warranties, and purchasing of replacement equipment.
- Orders all supplies, equipment, and materials needed for the day to day operations of the library.
- Executes all library policies promulgated by the Board of Library Trustees; acts as Trustees' liaison with other town departments, with the Town's state legislators and with representatives of the Board of Library Commissioners.
- Responsible for the management of the physical assets, as well as the preventative maintenance programs associated with, the care and upkeep of, the library physical plant, maintenance systems, and grounds. Informs DPW of maintenance needs. Establishes agreements with service providers and vendors.

- Keeps informed of professional issues, trends and attitudes through reading professional and managerial literature, listservs, newsletters and journals.
- Recruits, selects, evaluates, promotes, reviews, and disciplines library staff. Develops work schedules and administers personnel policies in accordance with the Town of Boxborough Personnel Administration Plan.
- Directs all library personnel; evaluates work performed, oversees and implements in-service training and orientation programs; encourages continued staff education and professional growth.
- Provides leadership in establishing effective working relationships and communication, ensuring high productivity, and encouraging initiative and creativity.
- Supervises the cataloging and processing of books and other library materials, and all aspects of circulation by library staff members.
- Develops and prepares the annual operating budget, personnel budget, and capital outlay programs for the approval of the Board of Library Trustees, town boards, and Town Meeting. Develops and prepares long-range planning for the library facility and the operational growth of the library, based upon established goals and related performance data, as promulgated by the Massachusetts Board of Library Commissioners.
- Supervises the cost effective and judicious expenditure of all appropriated town funds, foundation funds, gift monies, state aid awards and grant monies. Pursues alternative cooperative purchasing options with other Town Departments, with network and system libraries and state contracts. Assures appropriate fiscal monitoring and reporting.
- Promotes library services to the community, including participation in various civic organizations, speaking to groups, and meeting with individuals. Promotes and publicizes library activities.
- Implements and directs the library's community relations and public relations programs, while administering community relations projects for the library.
- Maintains affiliations with local, state, and national professional organizations; attends workshops, seminars, and conferences addressing current professional issues, trends and developments.
- Attends regular C/WMARS Network meetings, training workshops and oversees implementation of the Network. Attends meetings, workshops, and roundtables of MA Library System and MA Board of Library Commissioners.
- Actively supports state and federal legislation designed to aid and enhance library services and development.
- Pursues grant funding from state and federal sources, from foundations and corporate donors to promote, enhance and create new library services, programs and collections. Administers grant and foundation funds according to specified guidelines and files all necessary reports within specified time frames.
- Stays informed of, and insures effective utilization of, all services available from state and library system agencies, and pertinent humanities agencies providing funding and programming resources.
- Attends meetings of the Board of Library Trustees and advises Trustees of programs, service, facility, planning, personnel and policy matters requiring consideration or action.
- Presents a written Director's Report at all Library Trustees' meetings identifying the progress and up to date status of library operating budget, on-going library services and programs and all matters requiring their attention.
- Attends all Town and Special Town Meetings, representing the Library to the community and Town Meeting attendees.

- Attends regular meetings of the Friends of the Boxborough Library; prepares a written or oral report, requests support of library programs and services, tracks all funds expended by Friends group.
- Prepares a yearly written report of all library activities for inclusion in the Town of Boxborough Annual Report.

## **Recommended Minimum Qualifications:**

### **Education, Training, Certificate Requirements:**

A Master's Degree in Library Science, accredited by the American Library Association, with Massachusetts Board of Library commissioners certification, as well as five years previous experience in a public library setting, preferably in an administrative position. Sound knowledge and understanding of local and state statutes relating to the operation of a municipal library as well as solid background in personnel, planning, programming, public service and fiscal management.

### **Contacts:**

Extensive interaction with the public, Town Departments, Boards and Committees, as well as Town Departmental personnel and outside agencies. Extensive interaction with vendors, contractors, and paid performers. Represents Library organization at network meetings on regional, state and national level.

### **Supervisory Responsibility:**

Works under the direction of a six-member elected Board of Library Trustees. Supervises all library staff and volunteers. Performs highly responsible and complex work requiring judgment, initiative, and exercise of leadership and vision in planning, implementing, and evaluating library services, programs, and operations. Has access to confidential information involving personnel, bid proposals, and patron information protected under MGL 78. Responds in person or by phone to inquiries pertaining to the library from the Town Fire and Police Departments at any time necessary.

### **Physical and Mental Requirements:**

Work is performed in typical office environment, subject to quiet or moderate noise. The employee is frequently required to make decisions. The employee is regularly required to sit, talk, and hear. Specific vision abilities include close vision and the ability to focus. The need to assure safety and health of staff and patrons is sometimes highly stressful. The need to respond to competing needs or resolve conflicts is frequently stressful. Up to one-third time is spent standing, walking, stooping, or reaching with hands or arms. Up to two thirds time is spent using hands.

### **Salary:**

This is a minimum 40 hours per week salaried position as Department Head. Pay is set by personal contract.

*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.*