

- I. POSITION TITLE: **Library Director**
- II. REPORTS TO: Board of Trustees
- III. GENERAL DESCRIPTION OF DUTIES: Plans, organizes, directs and manages all aspects of municipal library services in conformity with the policies established by the Library Board of Trustees, the regulations of the Massachusetts Board of Library Commissioners, the by-laws of the town of Chilmark and the laws of the Commonwealth of Massachusetts.
- IV. SUPERVISION: Operates independently. Recruits, selects, transfers, promotes and terminates library employees. Directly supervises all library staff and volunteers. Acts as liaison between the library staff and board of trustees. Attends all board meetings and reports monthly on library operations.
- V. DUTIES AND RESPONSIBILITIES:
  - A. Act on behalf of the Trustees in matters relating to the administration of the library including budget, policies, town bylaws, grant proposals, planning documents, public relations, collection and program development and technology needs. Establish goals and objectives as part of a written plan of service.
  - B. Prepare annual budget. Administer funds on a weekly basis, supervise all expenditures, prepare bills for payment by Town Accountant. Maintain financial records. Handle all monies paid to library for fines, fees, gifts, etc. Work with Town Treasurer to make sure monies are properly credited to appropriate library and town accounts. Prepare payroll and submit to Town Treasurer.
  - C. Evaluate and develop collections to meet the changing needs of the community, including review, inventory, selection, ordering, cataloging, weeding, processing, and display of materials. Evaluate and incorporate emerging media into the collection as appropriate. Determine the system of classification and rules that the library will use.
  - D. Organize, staff and direct work of department. Prepare equitable and timely staffing schedule, ensuring that all hours are adequately covered. Plan for staffing needs; write and regularly review job descriptions. Maintain staff vacation schedule. Document staff performance and evaluate staff at least annually. Convene regular staff meetings. Represent staff before library trustees and other town committees. Set up hiring procedures for interviewing and hiring new staff. Update staff manual. Direct staff with their continuing training and education.
  - E. Become thoroughly familiar with the work being done by every staff member. Fill in for all staff members as needed.
  - F. Recruit, supervise and direct volunteer activity at the library. Act as liaison with Friends of the Library.
  - G. Responsible for overseeing the maintenance of the library building, library grounds and equipment. Determine space needs and recommend solutions for growth. Collaborate with the Maintenance Superintendent of Town Buildings to maintain an orderly facility.

- H. Maintain schedule of programs that reflects the needs and interests of the community and coordinate publicity for events. Encourage community involvement in library programming. Schedule access to library meeting room.
- I. Attend relevant meetings at the local, state and national level to keep current in the field of information science. Attend relevant municipal meetings, including the following: the Library Board of Trustees, the Martha's Vineyard Library Association, annual budget meetings with the Finance Committee, the Board of Selectmen, the Human Resources Board and other local boards as needed.
- J. Maintain the library local area network (computer LAN), including hardware and software. Proactively participate in systems design, equipment evaluation and selection process. Solicit and evaluate expert opinion regarding computer maintenance and determine an appropriate course of action in upgrading of the network. Insure that site preparation, installation, implementation and testing of the systems are done in a timely manner. Maintain and update the systems. Do daily and weekly checks of the systems. Develop and implement plans and procedures for recovery from system failures. Write and produce user education materials related to automation products.
- K. Create and maintain the library's Internet and social media sites as needed. Keep current on software development for the library's website and other interactive media. Evaluate new search engines, maintain library bookmarks and access to informational databases. Evaluate new technologies and suggest ways of integrating technology with traditional library services. Provide staff training in library technology and electronic resources.
- L. Serve as primary reference resource. Oversee reference services using automated and regional resources. Train staff in reference techniques and resources.
- M. Maintain a collaborative relationship with the Chilmark School parents, teachers, aides and head of school. Work with school and library staff to plan and administer library programs for the school community in accordance with the library/school contract.
- N. Maintain library membership in state and regional buying cooperatives. Obtain competitive pricing from vendors. Follow all local and state procurement laws. Obtain bids. Purchase supplies as needed.
- O. Collect and maintain statistical records. File reports with the state regarding annual statistics and financial requirements on a timely basis. Keep library certification current.
- P. Prepare the agenda, a monthly status, circulation and financial report for the monthly Trustees meeting.
- Q. Represent the library with municipal personnel, the community in general and the media. Guide the library in adapting to changing community needs.
- R. Interact with the public and respond appropriately to concerns.

The essential functions or duties listed 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.

All duties shall be performed appropriately in accordance with the decisions and policies of the Library Trustees, and with respect and confidentiality of the records of the library, and its users as required by State, Federal, and Local Laws.

Educate self in relevant Mass. General Laws, policies of the American Library Association and the Massachusetts Board of Library Commissioners as they pertain to the Library's policies, practices and procedures. Participate in continuing education through classes and conferences as approved by the Trustees.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Eligible for certification as a library director by the State Board of Library Commissioners. Bachelor's degree required. Masters Degree in Library Science or other related discipline preferred but not required.
- B. Demonstrated managerial ability and experience; use of independent judgment and decision-making. Ability to work effectively with others. Administrative ability to supervise professional and non-professional staff. Ability to work with the public and other town officials appropriately and effectively. Leadership ability to encourage a high degree of motivation, initiative and resourcefulness.
- C. Ability to be discrete and respect confidentiality. Respect for the privacy and confidentiality of co-workers, their actions, conversations, and work materials. Respect for the privacy of the public. Refrain from discussing or divulging any and all information which is overheard in the course of job performance.
- D. Strong interpersonal communication skills, as well as effective oral and written presentation skills.
- E. Working knowledge of computers and their applications to library service. Must be able to use telecommunications for cooperative cataloging, interlibrary loan and book ordering. Must be able to administer a local area network (computer LAN) and maintain the automation system. Must have knowledge of appropriate software to maintain library Internet sites. Must be able to complete on-site hardware and software repair of computers.
- F. Knowledge of the principles and practices of professional library work and in the organization and management of library operations including automated library systems and the principles of cataloging.
- G. Knowledge of fiscal management practices.
- H. Ability to work fast and accurately with numbers. Must be able to do word processing, data base creation and management and use spreadsheets in budget preparation.
- I. Physical ability to perform required tasks.
- J. Be able to pass a Criminal Offender Record Information (CORI) check as defined by the designated CORI officer in the Town of Chilmark.

VII. POSITION GRADE LEVEL: Grade: \_\_\_\_\_  
Grading Date: \_\_\_\_\_

APPROVED BY: The Board of Library Trustees Date: \_\_\_\_\_ Chair: \_\_\_\_\_  
Janet Weidner

RECOMMENDED BY: The Human Resource Board Date: \_\_\_\_\_ Chair: \_\_\_\_\_  
Jennie Greene

APPROVED BY: The Board of Selectmen Date: \_\_\_\_\_ Chair: \_\_\_\_\_  
Warren Doty