

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE:

LIBRARY DIRECTOR

DEPARTMENT NAME:

SHERBORN LIBRARY

FLSA STATUS:

Exempt: ☒
Non-Exempt: ☐
Hours worked per week 40

EMPLOYEE TYPE:

(see General By-Laws Personnel Administration Plan for

definitions)

Salaried ☒ Regular Part-Time ☐ Casual Part-Time ☐
Regular Full-Time ☐ Supplemental Part-Time ☐ Temporary ☐

REPORTS DIRECTLY TO (INDICATE JOB TITLE):

BOARD OF LIBRARY TRUSTEES

I. JOB SUMMARY - Briefly describe the primary function of this job.

The Director of the Sherborn Library is an official Town Department Head. The position of Library Director is in charge of the Library facility, and provides the management, leadership, and vision necessary to attain the Library's stated mission in the community, conforming with the policies established by the Board of Library Trustees, the regulations of the Commonwealth of Massachusetts Board of Library Commissioners, the By-Laws of the Town of Sherborn, and the Librarians' Professional Code of Ethics.

II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Prepares, justifies, and negotiates the operating budget with the Board of Library Trustees for Town Meeting approval, and works with the Board of Library Trustees to direct programs supported by endowed and private Library funds. Prepares and distributes financial reports. Administers the annual budget in a prudent manner to ensure cost efficiency.
2. Writes grants and participates in fund-raising initiatives for endowment and capital campaigns; coordinates Friends of the Library (501c3) fund-raising endeavors with institutional goals.
3. Hires and trains professional and clerical Library personnel and maintains personnel records for submission to the Town. Manages staff according to the Town of Sherborn Personnel By-Law and Employee Administration Plan. Acts as liaison between the Library staff and the Board of Library Trustees. Sets professional standards for Library employees. Conducts probationary and annual performance appraisals for all Library personnel. Develops the staff schedule.
4. Hires and supervises contractual labor for maintenance of the Library building and grounds. Manages routine and unforeseen Library facility maintenance and repair to ensure safe, comfortable, and pleasing conditions for staff and the public in one of the Town's largest buildings. Oversees the maintenance, servicing, and care of office equipment, furnishings, and the Library's collections and assets. Works to establish cooperative purchasing opportunities and negotiations with approved vendors.
5. Responsible for directing technology services and troubleshooting IT, participates in the Minuteman Library Network and maintains standards and reporting requirements to the Network agency.
6. Selects and acquires materials for the Library's collections following the Library Trustees' Material Selection Policy. Formulates Library governing policy for approval by the Board of Library Trustees. Implements Library policy and procedures.
7. Prepares and files annual statistical and financial reports for the State Board of Library Commissioners. Writes a Library Annual Report for publication in the Town of Sherborn Annual Report.
8. Establishes and maintains a comprehensive public relations program to promote the Library institution and its services. Serves as the Library Trustees' liaison to cooperating Town-elected boards and community groups. Works actively with the incorporated Friends of the Library group for fund-raising

and programs, and helps to sustain citizen participation on the Friends of the Library Board. Coordinates Library activities in conjunction with other municipal departments.

9. Conducts an ongoing planning process for Library development. Evaluates existing programs and introduces new programs of service that are effective, efficient, and beneficial to the community. Reports service developments in summary to the Friends of the Library, Board of Library Trustees, and other interested organizations.

- Physical requirements of the job are described on a separate sheet attached -

III. EDUCATION, TRAINING & EXPERIENCE - *Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.*

Position requires a Master of Science Degree in Library and Information Science and professional certification from the Commonwealth of Massachusetts Board of Library Commissioners. Three years of professional work experience in a comparable library environment is required.

The ability to demonstrate an acumen for budget and personnel management, and an exemplary public services attitude is essential.

The ability to execute diplomacy with community boards and provide leadership for staff and Library Boards to motivate them and build consensus in advancing the Library's mission is essential.

Superior organizational and interpersonal skills, and a talent for written and oral communication are required.

Proficiency in managing computer hardware and software in a networked environment is necessary, and the ability to evaluate and use office and library software applications, online and Internet services is required.

The ability to work a 40-hour work week, and to attend night meetings with the Board of Library Trustees and other municipal government meetings as scheduled is required.

IV. COMMUNICATIONS & CONTACTS - *List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).*

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Board of Library Trustees	Library administration	Monthly
Friends of the Sherborn Library	Library programs & fund-raising	Monthly
Mass. Board of Library Commissioners	Library certification; state aid application; reports	Annual
Sherborn Advisory Committee	Budget preparation	Fiscal
Selectmen's Office	Town buildings maintenance; General By-Law consultation; Library Trustees' liaison	As needed
Town Treasurer & Accountant's Office	Deposit fines and fees, invoices and payroll	Weekly
Community Maintenance & Development	Groundskeeping	As needed
Sherborn Personnel Board	Personnel administration/performance appraisal	Annual (min.)
Sherborn community groups	Coordination of programs/information dissemination	Regularly
Hardware/software vendor(s)	Maintenance of Library computer system	As needed
Regional Library System	Cooperative services/state aid planning	Quarterly
Professional Library Associations	Professional Development	Bi-Annual

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - *Describe the function(s) over which this job has direct accountability and authority.*

The Library Director manages all employees of the Library Department and any contractual employees hired by the Library, or assigned to the Library through the Town Buildings budget of the Selectmen's Office, when they are working on the Library premises.

The Library Director manages the Library facility and oversees the maintenance of the surrounding grounds.

The Library Director accounts for the annual municipal operating budget appropriated for Library operations. The position is responsible for processing invoices for expenditures, submission of payroll and staff entitlements to the Office of the Town Treasurer and Town Accountant, and keeps corresponding internal records. The Library Director accounts for and deposits fines and fees collected from the public to the Office of the Town Treasurer and Town Accountant.

The Library Director is accountable to the Board of Library Trustees for the proposal and use of interest earned on private endowment funds for the Library that are designated for special programs. The Library Director works with the President of the Friends of the Library to direct funds raised from private citizen donations for targeted projects, programs and services.

VI. WORK ENVIRONMENT: *Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.*

The Library is a public building and office work environment. The general public of all ages has access to three levels of the facilities, including book collections and meeting rooms. Physical stamina and mobility is required to handle Library materials and maintain daily circulation duties. All staff have the responsibility of interacting with the public, upholding all Library policies voted on by the Board of Trustees and following guidelines outlined in the emergency procedure manual. Ability to work 40 hours per week. This position will remain on-call in the event of unforeseen circumstances.

VII. REPORTING RELATIONS - Attach an organizational chart if possible indicating where this job fits in the department's operations.

Attached

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:

9/21/2023

TOWN ADMINISTRATORS SIGNATURE:

DATE:

9/29/23

PERSONNEL BOARD SIGNATURE

DATE:

9/19/23

COMMENTS: