

MONTEREY LIBRARY DIRECTOR 10B

Status: *Permanent; Salaried; Exempt*

Supervisory Responsibilities: The Library Director oversees all Library staff and volunteers. The Library Board of Trustees delegates to the Director full authority in such areas as collection development, budget management, and personnel administration, selection and supervision.

Direct Report: This position reports to the Board of Library Trustees. The Director is an employee of the Town of Monterey, subject to the rules and regulations governing all employees.

Benefits: Employees working a minimum of twenty hours must participate in the Berkshire County Retirement Pension and are eligible for health insurance.

Job Environment: Daily contact with the public. Oversees the building and grounds. Organization of incoming and outgoing materials. Operation of computers, printers, phones, copier and other office equipment. Some lifting and reaching.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

THE LIBRARY DIRECTOR:

- Is responsible for the management and operation of the library and its program of services in accordance with the policies established by the Board of Trustees.
- 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.
- Is directly accountable to the Board of Library Trustees.
- Will operate the library in a manner consistent with requirements of the Massachusetts Board of Library Commissioners in order to maintain library certification.
- Maintains a flexible schedule other than scheduled desk time.
- Shall be available to answer staff questions and to address any emergency that might arise at the facility, except when absent on sick or vacation time.
- Provides library services to the public in accordance with the mission statement, which is developed and reviewed periodically by the Board and the Director.
- Supervises, directly and through delegation, library services, operations and activities including but not limited to: programming, technological needs, materials selection, weeding and overall collection development along with cataloging.
- Develops the library's collection in accordance with a Board approved collection development policy.
- Develops reference, children's, adult, young adult and other services provided to the general public and specific user groups
- Promotes and manages Community relations and Library promotions.

- Directs and evaluates library services, while identifying and addressing library needs and problems.
- Advises the Board in library matters and keeps it informed of relevant issues and developments at the regional, state and national level.
- Attends all Board meetings, reports on library activities and important issues, participates actively in discussion and contributes ideas and suggestions during the decision making process.
- Participates, with the Board, 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.
- Has responsibility for budget management, including initial preparation of annual budget, recommendations for Board approval and participation in presentation to town officials. Oversees the expenditure of funds and maintenance of financial records. Prepares clear and easy to understand budget reports for the Board. Presents semi-annual budget reports to the Board.
- Selects, trains, supervises and evaluates personnel. Selects, trains and supervises volunteers.
- Promotes community use and support of the library and involves the library in community affairs.
- Promotes public use of the library events space in accordance with the Board's established policy for such use.
- Strengthens library resources and services with supplementary collections and support services from the Massachusetts Library System.
- Participates in Regional Library activities, including in-service training programs offered by the Massachusetts Library System.
- Makes policy recommendations to the Board. Interprets and implements policies adopted by it. Policies should include, but not necessarily be limited to: collection development, personnel, use of library facilities, and circulation of materials.
- Oversees the physical location/building, ensuring that required maintenance is performed at proper times and that any needed repairs are attended to in a timely manner. Reviews and updates building maintenance manual.
- Reviews periodically the Emergency Response Plan, trains staff in implementing it, and updates procedures and contacts.
- Serves as the library's liaison with town government and the community in general. Speaks before groups and boards as required. Fund raises as is appropriate or necessary.
- Closely monitors local, state and federal laws and regulations applicable to library operation and takes appropriate action to ensure compliance.
- Performs other duties as required.

Requirements and Qualifications:

- Pleasant personality and demonstrated ability to work effectively with others.
- Ability to speak and write effectively and clearly.
- Leadership ability and high degree of motivation, initiative and resourcefulness.
- Ability to exercise independent judgment in decision-making.
- Intellectual curiosity and appreciation of libraries.
- General knowledge of library principles and practices.
- Well informed on issues of public concern and familiar with the reading tastes and informational needs of the general public.
- Basic computer skills and knows how to use common programs such as Word, Adobe and Excel.

- Understands operation of public internet access including Wi-Fi. Ability to maintain and operate a public printer.
- Ability to maintain financial records in order to keep track of budget.
- Ability to prepare clear, concise and easy to understand budget reports.
- Ability to develop and follow a maintenance plan
- The educational qualifications for this position are at least equal to the library director requirements stated in the Massachusetts Minimum Standards for Free Public Library Service based on communities in the appropriate population range.