

I. POSITION TITLE: **Library Director**

II. SUPERVISOR: Board of Trustees

III. GENERAL DESCRIPTION OF DUTIES: The Library Director is responsible for the daily administration and management of the library and long range planning with the Trustees. The Director works closely with the Board, serving as its advisor and as an active participant in policy and budget development, goal setting, planning, and evaluation. The position includes management of the library collection, staff and volunteers, facility, computer network, equipment, technical tasks, budget, library program at Chilmark School, and public programs.

IV. 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. 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. Establish authority file for use in cataloging. Set specifications for Machine Readable Cataloging (MARC) records.
- C. Organize, staff and direct work of department. Prepare equitable and timely staffing schedule, seeing that all hours are sufficiently covered. Plan for staffing needs; write and regularly review job descriptions. Prepare weekly payroll. Maintain staff vacation schedule.
- D. Be thoroughly familiar with the work being done by every staff member. Fill in and do work of all staff members as needed, including circulation, shelving and cataloging. Document staff performance and formally evaluate staff.
- E. Convene and chair regular staff meetings. Take information, comments and questions from staff to library Trustees. Set up procedures for interviewing and hiring new staff. Create and update staff manual. Direct staff with their continuing training and education.
- F. Recruit, supervise and direct volunteer activity at the library. Act as liaison with Friends of the Library.
- G. Administer and oversee circulation functions, including check-out, returns, inter-library loan lending and reference, overdue notices, registering new users, reserves, renewals, updating borrower information, assigning public computer use time.
- H. Maintain schedule of programs and coordinate publicity for events. Encourage community involvement in library programming. Schedule access to library meeting room.

- I. Maintain an orderly facility for efficient public use including equipment and furnishings. Oversee maintenance of interior and exterior of building. Determine space needs and recommends solutions for growth.
- J. 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. Supervise all expenditures. Prepare bills for payment by town accountant. Maintain financial record.
- K. Prepare annual budget.
- L. Attend relevant meetings at the local, state and national level to keep current in the field of information science. Attend relevant town 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 Personnel Board and other local boards as needed.
- M. Maintain the library computer networks, 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 system are done in a timely manner. Maintain and update system. Do daily and weekly checks of system. Develop and implement plans and procedures for recovery from system failures. Write and produce user education materials related to automation products.
- N. Create and maintain the library's Internet sites. 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.
- O. Oversee reference services using automated and regional resources. Train staff in reference techniques and resources.
- P. Develop and 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. Keep abreast of changing curriculum and technology needs in the classroom and how they can be incorporated into the library/school programs.
- Q. 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.
- R. Collect and maintain statistical records. File reports with the state regarding annual statistics. Keep library certification current.
- S. Prepare a monthly status, circulation and financial report for the Trustees meeting. Prepare monthly Trustees agenda.
- T. Represent the library with municipal personnel, the community in general and the media. Guide the library in adapting to changing community needs.

- U. Interact with the public and respond appropriately to concerns or objections to library materials, services and programs.

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 to represent 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.

- V. SUPERVISORY RESPONSIBILITIES: Supervision of all paid library staff and volunteers.

- VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Four year college degree and special training courses required within five years of hire date, by Massachusetts General Law, Chapter 78, section 19B(4); 605 CMR 4.01(4). Masters Degree in Library Science preferred but not required.
- B. Managerial ability and experience. Use of independent judgment and decision-making. Ability to work effectively with others. Administrative ability consistent with the supervision of professional and non-professional subordinates. Ability to meet and deal with the public and other town officials appropriately and effectively.
- C. Leadership ability to encourage a high degree of motivation, initiative and resourcefulness.
- D. 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.
- E. Strong interpersonal communication skills, as well as effective oral and written presentation skills.
- F. 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.
- G. Ability to search electronic databases for research and reference requests. Must be able to assist patrons in the use of public access computers.
- H. 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.
- I. Knowledge of fiscal management practices.

- J. 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.
- K. Physical ability to perform required tasks.
- L. 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 AND TIME REQUIREMENTS:

Grade 11

Approval By:
Personnel Board: Date: 12/21/10 Chair: *Jean O'Neil*

Reviewed By:
Brd. of Selectmen: Date: _____ Chair: _____

Brd. of Library
Trustees: Date: _____ Chair: _____