

**Town of Natick
Job Description**

Position Title:	Bacon Free Library Director	Grade Level:	3
Department	Bacon Free Library	FLSA Status	Exempt
Reports to:	Town Administrator/ Chairman of the Board of Trustees		

Statement of Duties: Incumbent plans and conducts library activities with a high degree of independence, in accordance with policies set by board and budgetary limitations. Incumbent is considered as an authority on all library matters. Controls are also in the nature of State laws and regulations, Town by-laws and inter-library regulations.

Supervision Required: The employee works under the administrative and policy direction of the Board of Library Trustees and Town Administrator. The Board evaluates work in terms of overall effectiveness and accomplishment of the library's mission and goals.

Supervisory Responsibility: The employee is responsible for the supervision of the Assistant Director and additional part-time staff.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment: Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: This work, by its nature, involves a wide range of responsibilities, including the formulation of programs and objectives to achieve an integrated system of library services for the community. Incumbent must be able to deal with and resolve increased demands for services in face of limited funds. New technologies are introduced, such as data processing, and incumbent is called upon to assess and implement these innovations in terms of maintaining and/or improving the efficiency and effectiveness of the library operations and services to the public.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Work is performed in an old library building but in a pleasant work environment. There may be much standing and walking to accommodate library users and to discuss matters with library staff. No physical effort needs to be exerted, except on an intermittent basis, and safety hazards are not usually present. Stress in meeting library demands in a time of scarcity of funds. Utilities within library are a cause for constant attention because of age factor. Work hours vary because of night meetings and on call" demands.

Nature and Purpose of Contacts: Primary contacts are with the board of library trustees,

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which sets policies and oversees the overall library program. Other contacts are with library staff for the purpose of providing work direction and instructions. Many contacts are with library patrons for the purpose of furnishing information, providing services and exchanging views on service improvements. Contacts are also with other library professionals for the purpose of developing enhanced service through cooperative networks and resource sharing. Finally, contacts are with Town Administrator to work cooperatively in furthering the goals of town administration.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Directs all operations of a public library, interviewing, recruiting, selecting and, where necessary, disciplining and dismissing employees; administers personnel policies and procedures, including the training, assignments of work and evaluation of performance of employees.
- Oversees and manages all library functions, including selection, collecting, development, acquisition, cataloging, circulation, reference, programming and related services for the benefit of all the members of the community, and services for all age groups of patrons.
- Attends meeting of the library board of trustees and participates actively in discussions of the board, presenting proposals of need and supporting same; carries out policies and procedures approved by the board. Works in cooperation with Town Administrator to carry out goals of town administration.
- Analyzes community needs and plans improvements to library operations, staffing, physical facilities, automation and other library needs; develops proposed policies for the consideration by the board, and implements new programs and services.
- Prepares annual operating and capital improvement budgets for approval by the board and for the consideration of fiscal authorities; administers appropriations approved by town meeting; sees to it that payrolls are properly prepared; makes procurement of collections, materials, supplies and equipment.
- Serves as spokesman for the library, and may make oral presentations to community groups and town officials; participates in the activities of professional library organizations; publicizes library programs through the media and otherwise in order to gain interest in and support of library programs, keeps abreast of

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library work and trends through meetings, workshops and reading professional publications.

- Supervises moderate-sized work force, and sees to it that work assignments are carried out.
- Attends to the physical needs of the building, facilities and equipment, seeking necessary support and funds for repairs and improvements, and the replacement of older equipment; sees to it that the building is adequately maintained and cleaned.
- Responds to the complaints of patrons and requests for special services both orally and in writing; sees to it that reports are prepared accurately and in a timely manner and that records are accurately maintained,
- Works through regional networks of libraries for maximum sharing of resources, using automation as an instrument for inter-local cooperation; acts as manager of library computer operations. This is regarded as a major job responsibility.
- Develops goals and objectives for both short range and long range needs and desired improvements in library services; prepares grant applications to further goals and objectives and to secure funds to support same.
- Works closely with fundraising efforts in connection with the new library addition and renovation.
- Performs other related duties of the class, as required.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- An employee should come to this position after having library work experience of five (5) to seven (7) years, at least four (4) years of which shall have been in a top supervisory position in which the incumbent would have had supervision over most library activities, such as cataloging, acquisitions, procurement and personnel management responsibilities.
- Acquisition of a Master's Degree in Library Science is a requirement for the position and time spent in acquiring the degree is separate and distinct from actual work experience desired.
- Must have a Certificate of Professional Librarianship from the Mass. Board of Library Commissioners.

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- Candidate should have completed courses in business management and personnel management.
- Must be in general good health and be able to demonstrate possession of the required knowledge, skills and abilities to perform the work.

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of library science and of library management principles, practices and procedures.
- Considerable knowledge of general management, including financial management, personnel management and of automation pertinent to local library and inter-local programming.
- Considerable knowledge of library programs and current developments in library programs and current developments in library operations.

Abilities:

- Ability to plan, organize and direct a sustained program of library services.
- Ability to develop and maintain harmonious and effective working relationships with others, such as trustees, library patrons, representatives of community organizations, volunteers and town officials.
- Ability to supervise others, training them, evaluating their performance and administering discipline, as needed.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze and identify community needs as those needs relate to library programs and services.

Skill:

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

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Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.