

**Town of Natick  
Job Description**

<b>Position Title:</b>	Director Bacon Free Library/Assistant Director Morse Library	<b>Grade Level:</b>	3
<b>Department</b>	Libraries	<b>Date:</b>	1/30/2020
<b>Reports to:</b>	Town Administrator/Director Morse Library	<b>FLSA Status</b>	

**Statement of Duties:** The employee plans and conducts library activities with a high degree of independence and is considered an authority on library matters. Controls are also in the nature of State laws and regulations, Town by-laws and inter-library regulations and standards.

**Supervision Required:** The employee works under the administrative and policy direction of the Board of Library Trustees of the Bacon Free Library and the Town Administrator in matters regarding the Bacon Free Library and under the general guidance and direction of the Morse Institute Library Director in matters relating to the Morse Institute Library.

**Supervisory Responsibility:** The employee is responsible for providing both direct and general supervision to a medium-sized staff of professional, technical, custodial, clerical employees and volunteers at both Natick libraries. There are variations in work schedules among supervised employees. Most work is devoid of emergency conditions. Work is carried out through a team approach.

**Accountability:** The employee is accountable for implementing policies and procedures and library programs; for proper use of town and library gift and other funds; for staff and patron safety.

**Judgment:** Work is performed based on policies, general principles, legislation and standards in the field of Library Science. The employee exercises extensive judgment and ingenuity to develop new or to adapt existing methods and approaches for accomplishing objectives. The employee is recognized as an authority, in interpreting and applying guidelines.

**Complexity:** This work involves a wide range of responsibilities, including the formulation of programs and objectives to achieve and maintain a high quality of library services for the community. As new technologies, standards, principles and concepts are introduced in the field, the employee will seek to assess and implement these innovations with the objective of maintaining and/or improving the efficiency and effectiveness of the library services and programs for the benefit of the public.

**Confidentiality:** Discretion and integrity are required, especially in all sensitive matters involving personnel, patrons, trustees and library partners, including union negotiations, personnel files, client and department records.

**Work Environment:** Work is performed in two separate office environments – one in an older

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library building and one in a recently renovated library building. This position involves a lot of sitting and working at a computer, as well as standing and walking to accommodate library users and to discuss matters with library staff. Safety hazards are not usually present but may be present during alterations. Employee is expected to monitor the facilities. Work hours to accommodate users, public programs, “on call” demands and night meetings vary frequently.

**Nature and Purpose of Contacts:** Primary contact is with the Bacon Board of Library Trustees which sets policies and oversees the overall library program, as well as with the Morse Institute Library Director to exchange information, to assist in developing procedures, implementing policies and the oversight of the 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 exchanging information and improving service through cooperative networks and resource sharing. Some contacts with personnel from other Town departments, with community organizations or library partners. Finally, contacts are with the Town Administrator to work cooperatively in furthering the goals of Select Board.

**Occupational Risks:** Typical for those found in a normal office environment.

### **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.*

- This is a very responsible professional and supervisory position. Incumbent directs all operations of the Bacon Free Library, as well as assisting the Director of the Morse Institute, , including interviewing, recruiting and selecting employees; administers library and personnel policies and procedures, such as: training, assignments of work and evaluation of performance of library employees.
- Attends meetings of the Bacon Free 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. Oversees and manages all library functions of the Bacon Free Library along with assisting the Director of the Morse Institute in the management of library functions, including selection, collection, acquisition, cataloging, and circulation of library materials; administers reference and other programming activities for the benefit of all members of the community.
- Analyzes community needs and plans improvements to library operations, staffing, physical plant, automation and associated library needs; develops proposed policies for consideration by the Board of the Bacon library, implements new programs and services and develops procedures to improve staff operations and service to the public.
- Prepares annual operating and capital improvement budgets for approval by the Board of

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Trustees of the Bacon Free Library 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.

- Attends library meetings at local and regional level; may attend state and national meetings as time, resources and needs arise.
- Serves as spokesman for the Bacon Free Library. Makes oral presentations to community groups and town officials as needed; participates in the activities of professional library organizations; publicizes library programs and services through the media and otherwise in order to secure interest in and support of library programs; keeps abreast of library work and trends through meetings, workshops and reading professional publications.
- Supervises moderate-sized work force, and sees to it that all work assignments are carried out.
- Plans, publicizes and implements a wide variety of educational and recreational programs for the community.
- 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; sees to it that library records are accurately maintained.
- Responsible for overseeing implementation and administration of library computer systems and operations at the Bacon Free Library including training of staff and public. Works with regional networks of libraries for maximum sharing of resources, using automation as an instrument for inter-local cooperation. Oversees implementation of new software and hardware operations. Keeps abreast of all updates and changes to the automated library network.
- 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.
- Incumbent acts for and in the absence of the Morse Institute Library Director.
- 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.

- The employee should have at least 5 years of library experience. Supervision over

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most library activities, such as cataloging, acquisitions, procurement and personnel management responsibilities is preferred. Acquisition of a Master's Degree in Library Science is preferred for the position and time spent 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.

- Must have considerable experience in delivery of library services including general management, staff supervision, and financial management. The position requires knowledge of current and emerging library technology and other trends and practices in the field of Library Science.

### **Special Requirements:**

#### **Knowledge, Abilities and Skill**

##### Knowledge:

- Extensive knowledge of general management and personnel management pertinent to library and inter-local programs.
- Knowledge of current technologies pertinent to library applications.
- Considerable knowledge of library programs and current developments in library operations.

##### Abilities:

- Ability to plan, organize and direct a sustained program of library services.
- Ability to supervise others, including training them and evaluating their performance.
- Ability to develop and maintain harmonious and effective working relationships with others, such as library trustees, patrons, representatives of community organizations, volunteers and town officials.
- 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.
- Ability to prepare complex technical and statistical reports.
- Ability to manage time effectively, while attending to a multitude of details.

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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.*

**Physical Skills:** Ability to lift up to 25 pounds.

**Motor Skills:** Motor skills needed for moving objects, operating a computer, copying and scanning documents.

**Visual Skills:** Ability to read documents for general understanding and for analytical purposes on a daily basis. Ability to read a computer or mobile device daily.

*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.*