



Town of Newbury – Job Description

Job Title: Library Director	Status: Appointed/Salaried
Reports To: Library Board of Trustees	Position Classification: 18.1 Exempt, full-time, minimum of 35 hours per week
Supervises: All library staff and all volunteers and maintenance personnel associated with the library	
Location: Newbury Town Library	Date: November, 2023

Summary: The Library Director is responsible for the management, direction, and administration of all library services, facilities, personnel, policies and programs in accordance with the policies established by the Board of Library Trustees. The Director oversees the development and administration of financial resources on behalf of the library as a town department. Working in close cooperation with the Board, the Director serves as its advisor and as an active participant in policy and budget development, goal setting, planning and evaluations. As a representative to the community, town government, and the media, the Library Director is to maintain a positive, professional demeanor of the highest standards.

Duties and Responsibilities:

- Responsible for short and long range planning for the library.
- Upholds the ALA Code of Ethics, the ALA Freedom to Read Statement, the Library Bill of Rights, and the First Amendment to the Constitution of the United States.
- Responsible directly or through supervision for the development, direction and management of library personnel, the facility, public services and programs. Adopts and executes services, policies and programs approved by the elected Board of Trustees, and carries out the library’s vision and mission.
- Develops and directs the implementation of all library policies and procedures and oversees compliance with them.
- Acts as Trustees’ liaison with Town boards and representatives.
- Directs and evaluates the work performed by all members of the library staff and volunteers; encourages continuing staff education and professional growth.
- Consults with the Board of Library Trustees concerning personnel matters, financial and budgetary issues, physical plant concerns and projects, and health and safety issues.
- Performs bi-annual staff evaluations and meets with individual staff members for performance reviews.

- Oversees, and in conjunction with other staff members, manages all aspects of the library computer systems including internal hardware and software and the library's interface with the Merrimac Valley Library Consortium.
- Develops and prepares annual operating budget and capital outlay programs for the approval of the Library Trustees, Town boards, and Town Meeting. Oversees all Town library accounts and funds in conjunction with the Town Accountant. Develops and prepares long range planning for the library facility and the operational growth of the library.
- Prepares the weekly payroll and payment vouchers and supervises the judicious expenditure of all appropriate town funds and endowed funds.
- Stays informed of and pursues grant funding to promote, enhance and create new library services, programs and collections. Prepares all related applications.
- Conducts studies relating to library services efficiency, cost effectiveness and system analysis and prepares all necessary state and local reports.
- Maintains affiliations with local, state and national professional organizations; attends workshops and conferences addressing current professional issues, trends and developments.
- Supports state and federal legislation designed to aid or enhance library services and development.
- Implements and directs the library's community outreach programs to patrons of all ages.
- Participates in meetings of the Board of Library Trustees, the Board of the Friends of the Library, and attends relevant meetings of town boards and committees.
- Presents written Director's reports at Library Trustees' meetings.
- Prepares a yearly written report of library activities and expenditures for inclusion in the Town of Newbury's Annual Report and participates in the Annual Town Meeting.
- Supervises collection development, coordinates collection policies, and directs the staff in compliance with same.

Knowledge/Skills/Experience Required:

- Knowledge of management principles and public library administration, including organization, financing, fundraising, and human resources.
- Strong commitment to excellent customer service and a desire to meet and serve the library's user community.
- Ability to work well with other staff members and to lead by example.
- Ability to motivate, establish and maintain effective working relationships.
- Ability to think analytically and develop new or revised procedures and work flow.
- Ability to exercise initiative and independent judgement.
- Excellent oral and written communication skills.
- Ability to organize job duties, set priorities, and work independently.
- Demonstrated knowledge of library materials and resources.
- Knowledge of computers, the internet, and computer software.
- Knowledge of library laws and regulations that affect Massachusetts public libraries.
- Minimum of five years of progressively responsible library experience including supervisory experience.

Education and/or Certification:

- Masters of Library Science degree from an accredited graduate program is preferred with a professional certification by the Massachusetts Board of Library Commissioners.

Mental Skills and Demands:

Confidentiality	Reading
Detailed work	Technical ability with computers
Multiple concurrent tasks	Verbal communication
Problem solving	Written communication

Physical Demands:

Work is performed primarily indoors, under some stress. It requires the ability to lift up to 25 lbs. as well as to shelve books on top and bottom shelves.

Ability to climb a step-stool	Speaking
Listening	Standing
Sitting	Stooping

Special Work Conditions:

Work weekend and evening hours as necessary.