

TOWN OF CHELMSFORD - POSITION DESCRIPTION
Library Director

Job Class: Grade 9

Date Prepared: 1/16/2023

Department: Library

FLSA: Exempt

Union Status: N/A

Wages set by Schedule (Non-Union):
(\$110,551.51 - \$132,119.77 annually)

Summary:

Under the general direction of the Board of Library Trustees and in partnership with the Town Manager, develops and recommends plans, goals, objectives and action items. Develops library policies that are approved by the Library Board of Trustees. Provides leadership and serves as part of the Town Manager's Department Head team. Plans and directs programs, operations and budgeting of the Library. Takes an active role in governing the Merrimack Valley Library Consortium (MVLIC).

Essential Duties and Responsibilities:

General Management

- Develop and communicate the vision of the Library to staff, trustees, town leaders and the community, and provide leadership that will result in its implementation.
- Plan and supervise the overall operation of the Library, and direct professional, paraprofessional, clerical, and maintenance staff.
- Balance the needs of all Library functions, including Collection Development, Human Resources, Administration, Borrower Services, Reference, Technical Services, Teen Services, Children's Services, Technology, Community Outreach Services, and Marketing.
- Exercise high degree of independence and initiative in planning and administration.
- Develop programs and make recommendations for Library building and service improvements.
- Act as change agent to adapt the Library to the continuously evolving needs of the community.
- Implement approved policies and procedures.
- Prioritize and plan for customer service excellence.
- Assist the Library Trustees in developing library policies; provide recommendations to the Town Manager on town policies affecting the Library.
- Meet with the Town Manager and other Town department heads to provide input into town wide plans, programs, and coordination of Town services.
- Oversee hiring and evaluation of all personnel.
- Foster diversity, racial equity, and inclusion.

Budget Management

- Develop and submit Library budget requests and supporting information.

- Defend Library budget requests to Town decision makers.
- Administer the approved budget, including selection and purchase of books, other library materials, downloadable content, supplies, equipment, and other expense lines.
- File the required annual reports with the MA Board of Library Commissioners to ensure that the Library meets the requirements to receive State Aid grants.

Collaboration and Partnering

- Collaborate with other organizations and library groups, within the Town and within MVLC and the MA library community, to improve overall library sharing and enhance patron access to information, materials, and programs.
- Partner with Chelmsford Public Schools to enhance library services to children and teens.
- Work with the Chelmsford Senior Center to enhance library services to seniors.
- Cooperate with all Town departments to advance overall Town goals.
- Support the Chelmsford Friends of the Library in their efforts to raise funds for Library programs and services.

Building Management

- Work effectively with Town Facilities, Town Public Works, and private contractors to maintain and improve the main Library building and grounds, the MacKay Branch Library, and the mobile library.
- Make changes to the library facilities and grounds, as needed, to ensure that the Library meets the changing needs of the community.
- Develop policies and procedures to ensure the safety and comfort of all patrons using the building and grounds.

Technology Management

- Plan and monitor the continuous updating of computerized systems for borrower services, reference, data collection, promotion, and multi-library network sharing.
- Support the development of new technology solutions to help Library staff and patrons be more productive in their work and home.
- Participate and play a leadership role in MVLC network activities, with emphasis on improving our shared public access catalog and shared technology tools.

Programming and Publicity Management

- Prioritize programming and public events for patrons of all ages in response to the Library's role as a community gathering place in the heart of Chelmsford.
- Promote and publicize library activities and maintain favorable public relations.
- Publicize community events that are of interest to our citizens and collaborate where appropriate.
- Seek additional funding from private and public sources.

QUALIFICATIONS

Knowledge, Abilities and Skills

- Demonstrates vision and creativity in developing planning initiatives that ensure that the Library continues to respond to the needs of Chelmsford residents.
- Demonstrates the ability to initiate and complete a Strategic Planning process, involving all stakeholders.
- Excels at developing workable plans and action items to achieve the goals and objectives in the Library's Strategic Plan.
- Ability and knowledge to work closely with the Town Facilities department to maintain and improve the Library's buildings and grounds.
- Ability to work closely with other Town departments to achieve mutual goals and advance Town-wide priorities.
- Thorough knowledge of the current principles and practices of professional library and information science and their appropriate implementation in a community library serving patrons of all ages, abilities, and life situations.
- Leadership, planning, management, organizational, motivational and supervisory skills; ability to direct the work of professionals and non-professionals. Manages with tact and compassion.
- Excellent computer skills.
- Financial management and budgeting skills.
- Ability to communicate effectively both verbally and in writing; ability to speak in front of large groups; to establish positive public relations for the Library and for the Town.
- Exemplary interpersonal skills, relying on collaboration and cooperation with all stakeholders to achieve positive results.
- Ability to establish and maintain effective working relationships with department staff, other town departments, the Board of Library Trustees, and the Merrimack Valley Library Consortium.
- Basic knowledge of Town government. Knowledge of Massachusetts and municipal ethics laws, budgetary processes and open meeting regulations is desirable.
- Reads widely on a variety of topics, fiction, and non-fiction.
- Adept at providing effective reader's advisory and reference services, including the use of Library digital resources.

Education and Training

- Master's degree in Library/Information Science from an ALA accredited library school.
- Minimum of 5-7 years of progressive library management/administrative experience including library technology.
- Experience will be preferably in a municipal library setting, including a minimum of three (3) years in a supervisory or management capacity.
- Must hold a certificate of professional librarianship issued by the board of MA library commissioners or have the ability to obtain the same.

- An equivalent combination of education and experience will be considered.
- Must have a valid driver's license.

Physical Demands

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Regularly uses computer keyboard, requiring eye-hand coordination and finger dexterity.
- Involves travel to meetings and other communities.
- Involves attendance at evening and weekend meetings and library events.
- Bending, stretching, lifting required.

SUPERVISORY RESPONSIBILITY

Employees supervised directly or indirectly totaling approximately 25.

- Directly supervises 2 Assistant Directors, 1 Facilities/Technology Manager, 1 Office Manager and 4 Department Heads, indirectly supervises rest of the staff including staff librarians, library specialists, assistants and custodial staff.

This job description does not constitute an employment agreement between the employer and employee. The above are typical tasks regularly performed, but additional related tasks of equivalent skills and responsibilities are performed as service requirements change.

Evaluated By:

Performance is evaluated annually by the Board of Library Trustees. An informal yearly discussion will also be held with the Town Manager. A copy will be filed in the employee's personnel record.

How to apply:

A cover letter, resume, and three library related references may be sent to trustees@chelmsfordlibrary.org by February 21, 2023.

Chelmsford is a scenic community with easy access to the city of Boston, the Atlantic coastline and the White Mountains of New Hampshire. Surprising and breathtaking beauty in nestled trails, beaches, and pathways give Chelmsford that small town feel and reflect its rural past. Our history is alive, embraced, and proudly preserved. Read more about our thriving community in the [Town of Chelmsford Annual Report](#) – check out the library section to learn more about our achievements in the last year! The Town of Chelmsford has also published a [vision and values statement](#)!