

**Town of Natick  
Job Description**

<b>Position Title:</b>	Director Bacon Free Library	<b>Grade Level:</b>	3
<b>Department</b>	Bacon Free Library	<b>Date:</b>	11/4/2021
<b>Reports to:</b>	Town Administrator/ Chair of the Board of Trustees of the Bacon Free Library	<b>FLSA Status</b>	

**Statement of Duties:** The Director of the Bacon Free Library is responsible for the day-to-day operations of the Library, including the planning, organization, supervision, development, and administration of all library services, personnel, operations, and programs at the library. The employee is responsible for conveying and carrying out the Library’s Mission and Vision statements, and works collaboratively with the Board of Trustees of the Bacon Free Library. The employee also works closely with the Morse Institute Library administration to collaborate on town-wide library projects, programs, and other outreach opportunities. The employee plans and conducts library activities with a high degree of independence and is considered an authority on library matters

**Supervision Required:** The employee works under the administrative and policy direction of the Town Administrator. The employee seeks policy direction from the Board of Trustees of the Bacon Free Library.

**Supervisory Responsibility:** The employee is responsible for providing direct supervision of all Bacon Free Library staff and volunteers.

**Accountability:** The employee is accountable to the Town Administrator for daily operations and procedures of the Library, as well as to the Board of Trustees for implementing policies and library programs; for proper use of town and library gift and other funds.

**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.

**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 a historic library building, involving work 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 occur unexpectedly. Work

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hours to accommodate users, public programs, and night meetings vary frequently.

**Nature and Purpose of Contacts:** The Library Director has constant interaction with local, state, and federal government officials, community leaders and organizations, and any other individuals in order to protect and promote the library's overall interests. The director must possess a high degree of diplomacy and judgment, and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the library.

**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.*

- Directs all operations of the Bacon Free Library, including interviewing, recruiting and selecting employees; creating and administering library budgets; and administering library and personnel policies and procedures, such as but not limited to: training library staff, assigning work, and evaluating library employees.
- Oversees and manages all library functions of the Bacon Free Library, including selection, collection, acquisition, cataloging, and circulation of library materials; administers reference and other programming activities for the benefit of the community.
- Works closely with Morse Institute Library staff on planning, publicizing, implementing, and evaluating outreach programs, services and events with the goal of providing efficient and cost-effective library services to the Natick community. Participates in Morse Institute Library staff meetings relevant to shared programming and services across the Natick community.
- Works with local organizations to promote the Bacon Free Library as a community resource. Highlights the historical nature of the Bacon Free Library, its grounds and surroundings.
- Participates in meetings of the Bacon Free Library Board of Trustees.
- Analyzes community needs and plans improvements to library operations, staffing, physical location, automation and associated library needs; develops policies for consideration by the Board of Trustees of the Bacon Free Library; implements new programs and services, and develops procedures to improve staff operations and service to the public.
- Develops, plans, publicizes, and implements a wide variety of educational and recreational programs for the community, guided by the Library's Strategic Plan.

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Prepares grant applications to secure funding for programs and services as appropriate. Works with Morse Institute Library staff to cross-promote programs as appropriate, and contributes to a shared Natick Libraries calendar. Responsible for programming to highlight the Library's role as a resource for environmental stewardship and education.

- Develop, prepare and submit annual budget for Trustees review consistent with requirements for State aid; and monitor and control expenditures for building, equipment, books and other materials, supplies and salaries.
- Participates in the activities of professional library organizations. Attends library meetings at local and regional level; may attend state and national meetings. Keeps abreast of library work and trends through meetings, workshops, and professional publications.
- Represents the Bacon Free Library to the public. Presents to community groups and town officials; publicizes library programs and services through the media and other channels as appropriate
- Supervises library staff, and ensures all work assignments are completed correctly.
- Ensures reports are prepared accurately and timely; maintains library records. Responds to requests for special services and/or patron complaints both orally and in writing.
- Oversees implementation of new software and hardware operations. Works through regional network as manager of library computer operations. Keeps abreast of all updates and changes to the automated library network.
- Maintains relationship with Natick Historical Society. Develops joint programming; collaborates on collection development of historical materials and coordinates use of building resources. Works with Morse Institute Library staff to highlight shared collections of historical materials, and ensure deduplication of archival content.
- Develops and maintains close working relationship with local Native American representatives, in conjunction with the Natick Historical Society.
- Works with Trustees and with Town employees to ensure library services remain accessible to all community members. Develops and implements a plan to ensure historical building remains accessible to the community.
- Performs other tasks as assigned, consistent with the functions of the work unit and level of responsibilities. Supports overall library operations and services through projects and other duties as appropriate and assigned.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

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- The employee should have five (5) years of library experience, and a minimum of three (3) years supervisory experience in related capacity or equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. position in which the incumbent would have had supervision over most library activities, such as cataloging, acquisitions, procurement and personnel management responsibilities.
- Master's Degree in Library Science is a requirement for the position. Must possess (or be able to produce within a reasonable time after hire) 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 library services.
- Ability to supervise others, including training and evaluation.
- 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.

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- Ability to prepare complex technical and statistical reports.
- Ability to develop and manage budgets.
- Ability to manage time effectively, while attending to a multitude of details.

### Skills:

- Highly skilled in library management and staff supervision; customer and public relations; community engagement and outreach; library technology and office equipment.

### **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 complete physical tasks consistent with the operations of a library.

**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.*