

**Town of Natick
Job Description**

Position Title:	Morse Library Director	Grade Level:	4
Department	Morse Library	FLSA Status	Exempt
Reports to:	Town Administrator/Chairman of the Board of Trustees		

Statement of Duties: The director follows state, town, and library laws and regulations. Recommends and implements Board of Trustee policies. Oversees, monitors, and directs all library operations. Responsible for budgeting, personnel management, and facilities management. Promotes and oversees staff development. Actively advocates for the needs of the library at the local, regional, and state levels. Ensures maintenance of quality services, strong collections, and programming. Acts as manager of the library computer operations. Investigates and assesses new technologies and their relevance to library operations. Works with the library’s Leadership Team.

Supervision Required: The employee is under the direction of the Town Administrator/Chairman of the Board of Trustees

Supervisory Responsibility: The Library Director is responsible for administration of the Morse Institute Library including planning, organizing, and directing all library services and activities. The Director is accountable for the direction and success of programs accomplished through others. Analyses program objectives, determines work operations, estimates and allocates the financial and staff resources required. Prepares budget and related reports. Assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Accountability: Responsible for the safety of patrons and staff while they are in the building. Responsible for day-to-day functioning of the library, including fiscal responsibility, and developing and implementing library policies and procedures.

Judgment: The Library Director is recognized as the library’s authority in interpreting and implementing library policies and procedures. The Director is required to use extensive judgment and ingenuity in the day-to-day functioning of the library. The employee must be able to direct the overall activity of the organization by accepting responsibility while exercising authority for planning, operation, and oversight. Required to adhere to highest professional and ethical standards and exercises.

Complexity: The Library Director’s work consists of managerial functions and processes, such as planning, organizing, controlling, coordinating, evaluating, and integrating activities and programs for all departments within the library. Work consists of the application of a variety of concepts, practices, and specialized techniques relating to the library profession.

Confidentiality: Discretion and integrity are required of the library director, who has access to confidential information relating to both staff and library patrons.

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Work Environment: General office environment, in a fairly new and modern building. The Director works a varied schedule to accommodate library users and evening and weekend meetings.

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: Risk exposure is similar to that found in typical office settings.

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.

- Assist the Board of Trustees in formulating and implementing library policies; attend Trustees meetings; prepare monthly Director's report and other financial statements; assist Trustee President in preparation of meeting agendas.
- Plan, organize, implement and evaluate the Library's operation and the Library's strategic plan; conduct studies on work measures and work simplification; observe the service given to the public in each department; arrange for evaluation to ensure prompt, courteous and efficient service; oversee Library information systems, both hard copy and electronic, and their continuous review, modification and upgrading within Natick and the Minuteman Library Network; integrate library services with other communities within the Minuteman Library Network.
- Develop, prepare and submit annual budget for Trustees approval consistent with requirements for State aid; and monitor and control expenditures for building, equipment, books and other materials, supplies and salaries.
- Determine staffing levels within budgetary allowances. Interview, hire, schedule, supervise, evaluate, promote, train and develop library employees directly or indirectly through department supervisors.
- Ascertain community needs by developing associations with the public, community leaders, local officials and institutions; provide requested information and reference services; maintain liaison with Friends of the Library and other community groups; serve as a voting member of the Minuteman Library Network Board of Directors; and attend night and weekend meetings

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as necessary. Represent the Library's interests before the Board of Selectmen, Finance Committee, Personnel Board, Massachusetts Board of Library Commissioners and with various library networks and professional associations.

- Assume responsibility for the public relations program of the Library including all exhibits, news releases, publications and speeches; attend Friends of the Library Board Meetings; cooperate and consult with the president and other officers of the Friends; attend meetings of Town department heads as scheduled, and be present at all Town Meetings, unless excused.
- Prepare grant proposals and administer grant awards; prepare annual reports for the Trustees and for the Library section of the Town Annual Report.
- Assume responsibility for the maintenance, safety, and security of the building, grounds and equipment, requiring knowledge of handicapped code requirements.
- Participate in professional workshops, associations, and committees; keep current on public issues, new library developments in management, service, equipment and technology; state. and federal legislation; and perform other related duties as required.
- Establish short and long range plans and objectives within the scope of Library policies and goals.
- Interpret policies and make independent decisions as they relate to daily operations.
- Advise and consult with Board of Trustees regarding proposed new or revised Library policies.

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.

- Duties require a Master's degree in Library Science and a certification of professional librarianship by the Mass. Board of Library Commissioners.
- Position requires at least seven (7) years of experience in library service, including progressive levels of supervisory, management, and financial responsibilities.
- Strong oral and written communications skills.
- Knowledge of current and emerging technologies.

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- A demonstrated ability to deal with personnel, patrons, the general public, civic organizations, and town administration.

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of library science and library management principles, practices, and procedures.
- Considerable knowledge of general management principles, including financial management, and personnel management.
- Considerable knowledge of library automation systems, and current and emerging technologies.

Abilities:

- Ability to plan, organize, and direct a sustained program of public library services.
- Ability to develop and maintain harmonious and effective relationships with Trustees, library patrons, community and civic organizations, volunteers, and town officials.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze and identify community needs related 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.
- Ability to supervise a large staff, including training, evaluating performance, administering discipline.

Skill:

- Strong collaboration and consensus-building skills.
- Strong networking skills and community outreach.
- Proven vision, creativity, and ability to innovate to move the organization forward.

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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:

- Normal office environment not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist patrons.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Travel by personal automobile to professional meetings, workshops and conferences.

Motor Skills:

- Duties require minimal motor skills for activities such as moving objects, operating a switchboard, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Skills:

- Reading documents for general understanding (e.g. correspondence, memos, and emails).
- Reading documents for analytical purposes.

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.