

**Director of Library Services**  
**Grade 20 – Starting Salary: \$117,731.65**

**Definition**

The town of Weymouth is seeking a proven, self-starting library professional who is driven to effectively lead a dynamic library system. We seek an innovative, collaborative, flexible, and service-oriented Director to lead the Weymouth Public Libraries, which includes our new \$33-million, 50,000-square-foot main library. Our culture of “Yes!” has resulted in a large growth in programs and services for grateful and increasingly engaged library patrons and local decision makers.

**Supervision**

Works under the direction of the Mayor and Chief of Staff. Establishes own work plan and priorities, using and/or modifying established procedures, to complete the work in accordance with established Town and departmental policies and standards.

Performs professional library duties of a complex and responsible nature involving the administration of library operations.

Leads and supervises a team of 20 full-time employees and 9 part-time employees.

**Job Environment**

Work is performed under typical office and library conditions. The work environment is moderately quiet. Occasionally required to work outside of normal business hours. In addition, may be required to work on weekends and evenings when staffing levels and staffing situations dictate. Employee is on-call 24 hours a day in the event of facility issues.

Operate computer and other standard office equipment. Experience working with an integrated library system and emerging technology. Familiarity, comfort, and skill with downloadable media, blogs, social networks, and website maintenance.

Daily contact with library patrons, other town departments, vendors, and other library organizations by phone, in person, and in writing. Excellent customer service skills required.

Has access to department-related confidential information, including personnel records, patron registration records, and bid documents.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types 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.*

Staff

- Responsible for leading and managing staff including staffing levels, assigning work and projects to staff, maintaining records, and overseeing and monitoring all operational schedules
- Participates in collective bargaining negotiations and other Union meetings
- Leads administrative efforts to ensure regular training and professional development for staff
- Responsible for inspiring staff to meet and exceed expectations while ensuring disciplinary procedures are followed when needed
- Leads hiring and onboarding efforts to ensure a highly skilled and welcoming library staff
- Responsible for preparation and submission of weekly payroll

#### Planning/Policies

- Leads efforts for strategic planning, including submission of Annual Action Plan and Long-Range Plan to the Massachusetts Board of Library Commissioners
- Creates or revises library policies in collaboration with staff, trustees, patrons, or other town departments as needed

#### Budget/Reports

- Prepares and actively manages goal-oriented annual budget and grant-funded projects
- Manages vendor relations and prepares invoices for bi-weekly warrants
- Oversees preparation of Annual Report Information Survey and Financial Report for the MBLC to ensure certification and annual award of library state aid
- Leads staff in use of library data to improve library collections, programs, and services while creating efficiencies where applicable

#### Marketing/Public Relations

- Maintains consistent branding across all marketing avenues—digital and print
- Writes press releases and establishes effective relationships with media representatives
- Leads administrative team in creating and updating marketing and public relations strategies

#### Programming

- Oversees all library program development to meet needs of a diverse community in collaboration with department heads
- Seeks innovative ways to collaborate with community groups and works with Friends, Foundation, and others for funding opportunities for robust programming

#### Patrons and Community Outreach

- Resolves escalated patron issues when needed; works with other town departments if necessary
- Leads efforts for library advocacy and engagement through community outreach and participation in community events and organizations

#### Collection Development

- Selects materials in areas as needed including OverDrive
- Oversees selection and deselection of materials in all areas of the collection
- Keeps informed of trends and provides insights pertaining to digital collections

#### Facilities

- Supervises all facility maintenance issues for library buildings
- Helps to maintain a working facility maintenance plan to ensure the funding and scheduling of needed projects are addressed
- Works closely with Town's Chief Information Officer and library staff on library's complex technology issues

#### Other

- Other duties as assigned

## **Required Minimum Qualifications**

### **Education and Experience**

Master's Degree in Library Science from an ALA-accredited school with ten years progressively responsible experience in professional library work; demonstrated successful supervisory experience required. Experience in library automation and networks, and library administration.

### **Knowledge, Ability, and Skill**

*Knowledge.* Thorough knowledge of library principles, practices, and current trends and resources in reference. Knowledge of and comfort with emerging library/information technology skills and trends. Knowledge of the organization and management of library operations. Familiarity with library automation. Knowledge of facility management.

*Ability.* A strong public service commitment. Ability to inspire and direct the work of professional and non-professional staff members. Ability to meet and deal with people appropriately and effectively. Ability to initiate ideas and projects. Ability to communicate well both orally and in writing. Ability to operate a keyboard, computer, telephone and standard office equipment. Ability to move between tasks with patience, flexibility and ease.

*Skill.* Excellent organizational, time-management, planning, and problem-solving skills. Must be comfortable with and have a history of public speaking and presentation experience.

### **Physical Requirements**

Light physical effort required in carrying and shelving books, and in performing other typical library functions. Frequent standing, walking, bending, reaching, and climbing. Ability to operate a keyboard at an efficient speed. Frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with arms and hands. The employee may occasionally lift and/or move materials weighing up to 20 pounds.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*