

37.5 Hours	Library Director	Job Description	
Direct Report	Board of Library Trustees & Town Manager	Grade	L Expected hiring range \$90,964 - \$102,441
Department	Library	FLSA	Exempt
Division	Administration	Bargaining Unit	Non- Union
Date	July 28, 2016	Location	Library

Summary

Under the direction of the Library Board of Trustees, directly responsible for the administration and management of the library. Plans, organizes, and directs operations and activities to meet community reading, reference, and related informational and lifelong educational needs. Provides guidance to library staff, board members, and the community promoting the mission, vision, and values of the library.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responsible for strategic planning, designing, and implementing an ongoing planning process for the library as well as ongoing evaluation to measure progress of the strategic plan. Integrates planning process with Town/Board of Selectmen’s goals, local departmental initiatives, technology planning, staff development, and direction from Board of Trustees and State.
2. Evaluates and assesses library services on an ongoing basis; builds support for the library among a variety of groups; maintains positive public relations through communication and promotion of services.
3. Leads and empowers employees to deliver effective, high-quality library service. Builds a strong staff through effective recruitment and selection, and establishes effective strategies for performance management. Coordinates communications and opportunities for collaboration and a culture that encourages leadership, risk-taking, shared problem-solving, creativity and idea sharing. Leads work teams with cross-division staffing and provides clear direction and collaborative goal development; monitors, evaluates, and adapts on an ongoing basis.
4. Creates an organizational culture that fosters learning and innovation; plans for and supports staff career development opportunities; creates and identifies “stretch” goals, activities (grant work, program planning, etc.), and growth and learning opportunities for staff members locally, regionally, and nationally.
5. Establishes effective financial management processes and services and ensures that safe and secure accounting practices are in place throughout the library; works with the Board of Trustees to develop and evaluate the library budget in alignment with short and long-range goals and objectives.
6. Develops Community’s understanding of the library finances, including municipal appropriation, state aid, grants, gifts, and income from support groups.
7. Understands and complies with State Aid requirements and keeps Board and Town governing bodies informed of State library program, State funding opportunities, reporting, and minimum standard requirements.
8. Actively communicates the value of library services and the impact on the community and identifies and pursues multiple funding sources.
9. Plans, implements, and seeks various funding sources for special projects, technology and computing services, and emerging digital technologies. Establishes opportunities for staff leadership and grant management; supervises grant fulfillment and reporting.
10. Understands and applies best practices for marketing, outreach, communication tools, website, and media sources; develops consistent and evolving promotion and distribution strategies to meet goals and objectives; creates relevant communication policies and procedures in collaboration with Town and state-wide initiatives and ensures all staff and board members are trained appropriately.
11. Employs sound project management principles and procedures in the planning and implementation of programs and services.
12. Provides technical and professional advice and recommendations to the Library Board of Trustees; prepares and presents reports and relevant research.

13. Understands and sustains the library's roles and relationships with the Friends of the Reading Public Library and the Reading Public Library Foundation.
14. Works with Board of Trustees to develop and revise policies in line with the Town Charter and library's mission and user needs to guide efficient and effective library operations; creates policies and practices to ensure public safety and security; holds public hearings on policies as necessary; provides guidance and formal instruction for staff and creates opportunities for staff to deepen their understanding of policies and best practices.
15. Creates a welcoming and user-friendly environment that encourages all community members to use library services; plans library space to promote community engagement and collaboration.
16. Works with Facilities and other Town Departments to create and maintain a healthy, safe, and environmentally responsible environment for library personnel and users. Tracks short-and long-term facility needs and works with Trustees and Facilities Director on capital planning and replacement/update/upgrade budgeting and funding.
17. Secures and complies with terms of State Construction Grant through the Massachusetts Board of Library Commissioners. Manages major aspects of building renovation/addition planning and functional design.

Minimum Qualifications

1. Graduation from an accredited college or university with a Bachelor's Degree in any subject and Master's Degree in Library Science; and
2. 10 plus years of professional level library experience, including two (2) years in an administrative position; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the Position Descriptions for Library Director. Applicant should submit an application, resume and cover letter stating their interest in the position, education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the
Human Resources Office, 16 Lowell Street, Reading, MA 01867 and
online at www.readingma.gov
until September 9, 2016.

A full Job Description is available upon request
Judith Perkins
Human Resources Director
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