

Library Director, Westport Free Public Library (Westport, MA)

Plans, organizes, directs, and evaluates day-to-day aspects of municipal library services to ensure the highest quality of service to the Westport community, population 16,339. Prepares annual budget, develops and implements grants with Library Trustees, and completes MBLC annual reports for State Aid and certification. Evaluates operations and activities of the library, plans for future needs, develops library collections and services and adopts and implements new services. Advocates for the library speaking before community, civic, and other groups about library services. Develops staff job descriptions, recommends and administers personnel policies involving hiring, evaluating, promoting, and terminating staff. Supervises the care and maintenance of the library building and grounds, including long-range repair and maintenance projects. Able to work the hours needed to complete responsibilities of Library Director which includes day, evening, and weekend hours. Works closely with a 6-member elected Board of Trustees.

Qualifications

- MLS/MLIS from an ALA accredited program.
- Five years library experience to include Circulation and Reference duties.
- Two years supervisory experience.

Responsibilities and Duties Include:

- Provides friendly, courteous, and accurate service to all users.
- Responds to patron requests, suggestions, and complaints in a timely manner.
- Evaluates operations and activities of the library, plans for future needs, develops library collections and services and adopts and implements new services.
- Advocates for the library by serving as the official representative of the library in the community and library field, speaking before community, civic, and other groups about library services.
- Develops staff job descriptions, recommends and administers personnel policies involving hiring, evaluating, promoting, and terminating staff.
- Defines expectations for staff performances, oversees and implements staff evaluation process.
- Promotes staff morale through communication, staff meetings, in-services programs, and staff training
- Prepares an annual budget for recommendation to Library Trustees, ensuring cost efficiency and controlling expenditures to within appropriate levels.
- Recommends new, or changes to, existing library policy and procedures, reviewing with Trustees and staff.
- Completes Massachusetts Board of Library Commissioners annual reports for State Aid and certification.
- Develops and implements grants with Library Trustees and staff. Meets federal and state guidelines for long-range planning.

- Attends library and professional meetings and participates in regional and statewide professional activities.
- Supervises the care and maintenance of the library building and grounds, including long-range repair and maintenance projects.

Knowledge, Skills, and Abilities:

- Ability to develop and implement library philosophies, practices, procedures, and technologies.
- Ability to prioritize work, meet established deadlines, delegate duties and attend to detail as appropriate.
- Ability to handle multiple and simultaneous tasks.
- Ability to hire, train, supervise, and evaluate staff at all levels of experience.
- Ability to communicate effectively, both in writing and orally and to prepare and present reports and other information in appropriate formats.
- Ensure a well-balanced relationship with patrons, other town departments, state and regional library agencies, professional organizations, civic groups, and vendors.
- Develop a growing user base through active promotion of Library services and programs.
- Ability to work the hours needed to complete responsibilities of Library Director which include day, evening, and weekend hours.

Full-Time (40 hours)

Salary

- The competitive salary will reflect the candidate's qualifications and experience.

Closing date

- April 1st, 2024 or until filled.

How to apply

- Interested candidates are required to submit a resume, cover letter, and three (3) professional references to bos@westport-ma.org. Questions may be directed to the same address.

Job Description: Library Director

Definition

The Library Director serves as chief administrator of the Library under direction of the Board of Trustees and is responsible for all aspects of the Library's operations.

Supervision

The director plans, organizes, directs and evaluates day-to-day aspects of municipal library services to ensure the highest quality of service to the community. The director supervises all employees.

Job Environment

Work is performed under typical library conditions with a moderate level of noise from office and library equipment and light to moderate traffic and conversation from employees and library patrons.

Responsibilities and Duties Include

- Provides friendly, courteous, and accurate service to all users.
- Responds to patron requests, suggestions and complaints in a timely manner.
- Evaluates operations and activities of the library, plans for future needs, develops library collections and services and adopts and implements new services.
- Advocates for the library by serving as the official representative of the library in the community and library field, speaking before community, civic and other groups about library services.
- Develops staff job descriptions, recommends and administers personnel policies involving hiring, evaluating, promoting and terminating staff.
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- Promotes staff morale through communication, staff meetings, in-service programs, and staff trainings.
- Prepares an annual budget for recommendation to Library Trustees, ensuring cost efficiency and controlling expenditures to within appropriated levels.
- Recommends new, or changes to, existing library policy and procedures, reviewing with Trustees and staff.
- Completes Massachusetts Board of Library Commissioners annual reports for State Aid and certification.
- Develops and implements grants with Library Trustees and staff. Meets federal and state guidelines for long-range planning process.
- Attends library and professional meetings and participates in regional and statewide professional activities.
- Supervises the care and maintenance of the library building and grounds, including long-range repair and maintenance projects.

Knowledge, Skills and Abilities

- Ability to develop and implement library philosophies, practices, procedures, and technologies.
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- Develop a growing user base through active promotion of Library services and programs.
- Ability to work the hours needed to complete responsibilities of Library Director which includes day, evening, and weekend hours.

Qualifications

- MLS/MLIS from an ALA accredited program.
- Five years library experience to include Circulation and Reference duties.
- Two years supervisory experience.
- Must meet expectations of certification as required by the Massachusetts Board of Library Commissioners.

Salary

The competitive salary will reflect the candidate's qualifications and experience.

Closing Date

Applications for the position are due by Wednesday, March 31, 2021.

How to Apply

Interested candidates are required to forward a resume, cover letter and three (3) professional references to bos@westport-ma.org. Questions may be directed to the same address.

Minimal physical effort required to perform functions under normal library conditions.

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

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