

Institution: Princeton Public Library, Goodnow Memorial Building
www.princetonpubliclibrary.org

Job: Library Director, full Town benefits
28 hrs/wk (one Sat/mo, occasional evenings)

Start date: January 3, 2023 or sooner

Description: Excellent opportunity for an outgoing and energetic leader who enjoys being part of a vibrant community center in a rural town on the slope of picturesque Wachusett Mountain.

The Director is responsible for all aspects of library administration, maintaining and improving the efficiency and effectiveness of all library operations while embracing and encouraging emerging technologies. The Director oversees a staff of 8 (PT). The library serves a population of 3,495 and has holdings of nearly 200,000.

For description and benefits, go to <http://www.town.princeton.ma.us>

Duties: Staff management, library administration (including services, technology, and programs), budget management, collection development, policy recommendation, strategic planning, oversight of facility maintenance, and public relations (including collaboration with Trustees, Friends, local groups and government entities).

Attributes: The Director must be an excellent communicator, and a professional, friendly, and visionary leader who is approachable, flexible and committed to public service.

Qualifications: Go to <http://www.MBLC.state.ma.us> for complete guidelines.
Minimum requirements:
-Bachelor's Degree
-Sub-professional Certificate of Librarianship.
-Completion of a Basic Library Techniques certificate is expected within 5 years.
2 years of public library experience including supervisory, budget and collection development or equivalent experience.
Solid understanding and application of existing and emerging technology and an applied knowledge of Excel spreadsheets.
MLS preferred.
Familiarity with CWMARS preferred.
Subject to a satisfactory background check.

Salary: \$ 42,500 - \$ 47,500

Closing Date: Postmark by November 15, 2022.
Applications will be accepted until the position is filled.

Send: Cover letter, resume and names of 3 professional references to:
DirectorSearchPPL@gmail.com

Princeton Public Library Library Director Job Description

Definition

The Library Director is responsible for operating the Princeton Public Library in accordance with the policies and procedures adopted by the Library Board of Trustees and the Town of Princeton. The director has the overall responsibility of providing Library services to all patrons in an effective, cost-efficient and courteous manner; all other duties as required.

Distinguishing Characteristics

The Library Director's responsibilities include coordination, planning and organization of the Princeton Public Library, requiring a high degree of leadership, judgment and initiative, and the ability to deal with technical and administrative problems effectively.

The Library Director works under the policy direction of the Trustees and in accordance with municipal policies and objectives. The Director establishes short-term and long-range plans for the Library and is accountable for department results. The Director establishes performance standards and consults with Trustees or municipal officials where clarification, interpretation, or exception to Library or municipal policy may be required. Duties include department-level responsibility for technical library processes, service delivery, contributions to municipal-wide plans and objectives, and fiscal responsibility for the department including building the library collection of over 21,000 books and materials, and human resources management. Errors in judgment could jeopardize library services or have direct financial repercussions.

The Library Director represents the Library to the public on matters of procedures and policy where perceptiveness is required to analyze circumstances and act appropriately. Contacts with the public may require persuasiveness and resourcefulness to resolve problems. The Director has regular access at the department level to a wide variety of patron confidential information. Work is performed under typical library conditions with requirements for standing for long periods of time and frequent lifting and carrying of heavy library materials.

Examples of Work

The Library Director develops, maintains and implements a library materials acquisition program to meet the needs of Library patrons, educates the public concerning library resources and issues by disseminating information, and presenting educational programs. Participates in local, regional and State Library professional and support groups. Works closely with the Board of Trustees and other local boards and commissions to develop policy and establish goals for the Library. Pursues avenues of existing and potential local, State and Federal funding and grant programs as appropriate. Establishes cooperative working relationships with local school and Town officials and representatives. The Director is responsible for coordinating all cooperative programs

with the Regional Library Systems and Massachusetts Board of Library Commissioners, including keeping track of data to report to the State yearly and submitting timely reports. The Director develops and implements the Library operating and capital budget and supervises and trains all library personnel, including volunteers.

Provides general library services to patrons by identifying and procuring materials, circulating materials using the on-line computerized catalogue/circulation system, and providing research and bibliographic services. Also performs library technical services such as processing and repairing materials as needed.

The Library Director reads book reviews, orders all materials, does payroll and is responsible for the appropriated budget. She attends all Friends of the Library meetings and Trustee meetings and works closely with each organization to supplement library programs and materials not covered by the municipal budget, to satisfy state standards requirements to meet certification.

The Library Director is responsible for overseeing all building maintenance, identifies problems, and reports any issues to the Board of Trustees; makes recommendations to the Town's Highway and Light Departments for any improvements that can be made to the site; and oversees plumbers, electricians and any contractors that may be hired to work on the property.

The Library Director oversees a staff of 8 part-time employees. Responsibilities to the staff include; hiring and firing (with Board approval), scheduling work hours, setting pay, bi-yearly performance reviews and evaluations, preparing agenda and holding staff meetings, setting the tone for customer service, and handling all personnel issues.

Education and Experience

Bachelor's degree in related field with 2 years experience working in a library or other public service environment which includes dealing with the public, and supervising other employees; or another combination of education and experience.

Knowledge, Ability & Skill

Ability to conceptualize and initiate plans on a department level and to organize and lead other individuals in the accomplishment of those goals. Ability to work effectively with boards, committees and other individuals. Ability to perform a wide range of complex duties and act independently and appropriately to represent the Princeton Public Library and deliver library services to the public. Skill in developing operating and capital budgets for the Library and in presenting them to other local officials and Town Meeting. Skill in identifying community library needs and in preparing and implementing plans to acquire materials to meet those needs within financial resources. Skill in library human resource management. Knowledge of current technical and policy aspects of Library administration. Excellent reading, writing and speaking skills. Ability to effectively communicate with patrons of all ages. Perceptiveness, persuasiveness and tact to deal with the public.

