

## **TOWN OF STOUGHTON**

### **LIBRARY DIRECTOR**

Department:	Library	Date:	9-26-2023
Reports to:	Library Director	Hours Worked:	35
FLSA Status			

#### **Statement of Duties**

The Library Director is responsible for the administration, direction, and supervision of all operations, programs and resources of the Town of Stoughton Public Library, in accord with Town By-Laws, requirements of the Massachusetts Board of Library Commissioners, and the laws and regulatory requirements of the Commonwealth, including MGL CH. 78 regarding library operation and citizens' rights to privacy and free speech.

#### **Supervision**

The Director develops annual goals and objectives and works with a high degree of independence, leadership and judgment in directing the operations of the library toward their accomplishment.

The Director supervises and manages key personnel and is responsible for the performance of full and part-time staff and volunteers, who work in shifts involving nights and weekends.

Errors could have severe negative effects on library operations, have large financial or legal repercussions or seriously jeopardize the safety of the staff and public.

#### **Job Environment**

Work is performed both under typical office conditions and also within a large building open to all. Some behaviors on the part of individuals using the library might pose threats to staff or the public, requiring the Director to intervene. Frequently required to work outside of normal business hours. In addition, may be required to work on weekends, and may be contacted at home at any time to respond to important situations. Is primary emergency contact, requiring response in person to assure safety of the public, personnel, equipment or physical plant.

#### **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.*

- Plans and supervises all operations of the public library, employing knowledge of current best practices.
- Develops library policies, programs and procedures through consultation with others in the field, attendance at seminars and classes, and research in professional literature.
- Develops annual library budget and supervises the cost effective and judicious use of all appropriated town funds, endowed funds, trust funds, gift monies, state aid awards and grant monies and accounts for their expenditure.
- Pursues grant funding from state and federal sources, and from foundations and corporate donors to promote, enhance and create new library services, programs and collections.
- Manages the assets of the Library, including inventory, appraisal, institutional loans and disposition.
- Overall responsibility for the selection of books and other library materials in accordance with library collection policy. Provides procedure for citizen request for reconsideration of library materials.
- Manages all aspects of up-to-date technology for library functions, including computer-automated library services on library premises and through library web site.
- Keeps abreast of current technological advances in the delivery of library service, acquiring training necessary to deliver the appropriate new services, and provides training to staff.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Master's Degree in Library or Information Science from an ALA accredited program required; seven years or more of progressively responsible experience in professional library work; including three years of administrative and supervisory responsibility; or any equivalent combination of education, training and experience, which provides the requisite knowledge, skills, and abilities for this job.

### **Special Requirements**

Certification from the Massachusetts Board of Library Commissioners, which requires an MLS Degree.

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

#### **Knowledge**

- Thorough knowledge of library administration.
- Thorough knowledge of principles of personnel management, planning, programming, and fiscal management;

#### **Ability**

- Ability to analyze and solve major problems;
- Ability to communicate orally and in writing;
- Ability to establish and maintain effective working relationships with the Board of Library Trustees, subordinates, associates, corporate representatives, officials of other agencies and the public.

#### **Skill**

- Proficiency with computer skills essential as well as working knowledge of computer operating systems, hardware and software, networks, web site development and maintenance, use of databases and employment of social networks to deliver library services.

#### **Physical and Mental Requirements**

Work is performed in an office setting, subject to quiet to moderate noise. Frequent standing, walking, bending, reaching, and climbing. Ability to operate a keyboard at efficient speeds. Frequently required to sit, talk, or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and to reach with hands and arms. Frequently the incumbent will lift up to 10 pounds, occasional lifting is required up to 15 pounds, seldom does the incumbent lift up to 20 pounds. Specific vision ability includes close vision and the ability to adjust focus. The compactness of space and accessibility could cause inconveniences and stress at times. Equipment used includes personal computers, office machines.

*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 requirement of the job change.*

## PROGRAM ADMINISTRATOR 1

### LIBRARY

Department:	Library	Date:	September 2023
Reports to:	Library Director	Hours Worked:	35
FLSA Status:			

#### **Statement of Duties**

The Library Program Administrator reports to Director of Stoughton Public Library and assists in the day-to-day management of the library, including scheduling staff of 25 employees for 64 hrs/wk coverage, attendance, payroll, and personal time records.

#### **Supervision**

The Program Administrator coordinates and supervises all aspects of the library's volunteer program including communicating, setting up training, and tracking hours of all volunteers.

#### **Job Environment**

Work involves a host of details to monitor and manage. Incumbent must rely on previous training, experience and judgment to maintain level of service. Regular library schedule requires evening and weekend work. The incumbent has frequent contact with the public. The position represents the library to the public. Errors could result in delays or loss of service, damage to library building, and monetary loss and legal repercussions.

#### **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.*

Oversees CORI requests to Town Hall, ensures confidentiality for all volunteers including Adult Literacy Volunteers

Collects, maintains, and disseminates data and reports for local, state, and federal agencies including the Mass. Board of Library Commissioners Annual Report Information Services (ARIS) and the annual State Aid to Libraries Grant application.

Assists in preparation of monthly, quarterly and annual Spending Plans and Budget Reports for Director and Library Board of Trustees

Assists the Director with program planning, implementing new policies and interviews and hiring of personnel.

Oversees all departmental purchasing, enforces accounting guidelines, and investigates overcharges.

Maintains supplies for, and records of all library, office and janitorial inventory, including office equipment

Manages unrelated projects simultaneously, i.e. Annual Human Services Community Calendar; Summer Reading Program; Stoughton Reads Together; the Story Book Nature Trail, and other Grant related projects

Interacts directly with Human Resources regarding employee benefits, Worker's Comp issues, new employee orientation, collective bargaining, grievances, and related confidential communications

Coordinates meeting room usage with Library staff, Town Clerk, and Custodians to ensure no conflicts, proper room set up and cleaning between multiple uses per day.

Assists in preparation of department's spending plans and annual budget

Assists Director with maintaining grant guidelines and expenditure requirements

**Special requirements:**

Working knowledge of Tyler/MUNIS financial system for accounts payable, general ledger, grants, payroll and human resources modules; SIRSI database system which manages the Old Colony Library Network on-line catalog and patron records; Filemaker, all Microsoft Office software, and First Class for updates to Library Website and IT ticket requests.

**TOWN OF STOUGHTON  
LIBRARY PAGE**

Department:	Library	Date:	September 2023
Reports to:	Library Director	Hours Worked:	Under 19
FLSA Status:			

**Statement of Duties**

Position provides basic manual handling of all physical library material. Work includes assisting with retrieval and re-shelving of all library materials including books in all formats, magazines, music, games, etc. Assists in shelf-reading, reorganizing, shifting and removing items from shelves, and performing other related tasks as directed.

**Supervision**

Employee works under the general supervision of the Circulation Desk staff. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Employee is expected to refer unusual situations to the supervisor for advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. Employee has limited access to confidential patron information.

**Job Environment**

The work involves the interpretation of numerous standardized practices, procedures, or general instructions that govern the work. Judgement is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in a delay or loss of service, adverse patron relations and monetary loss.

The position has limited contact with the public.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

Retrieval and re-shelving of all library materials including books in all formats, magazines, music, games, etc. Assists in shelf-reading, reorganizing, shifting and removing items from shelves, and performing other related tasks as directed.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

Employee works in a moderately loud library. Employee may be required to stand, talk, listen, use hands, reach with hands and arms, walk, sit, climb, balance, stoop, kneel, crouch, and/or crawl up to 1/3<sup>rd</sup> of the time. Employee frequently lifts up to 10 lbs., occasionally lifts up to 30 lbs. Normal vision is required for the position. Equipment operated includes office machines and computers.

### **Education and Experience**

A candidate for this position does not require a high school diploma or equivalent or prior work experience.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- General understanding of the library's organization

Skill in:

- Customer Service

And ability to:

- Work effectively with others

**TOWN OF STOUGHTON**  
**LIBRARIAN II**  
**LIBRARIAN I**

Department:	Library	Date:	9-26-2023
Reports to:	Library Director	Hours Worked:	35
FLSA Status		.	

**Statement of Duties**

Provides support to the library director in planning, implementing, and managing library services overall.

Incumbent performs work responsibilities under the general direction of a library director, who furnishes general work goals and objectives, as well as policy direction. Incumbent performs day-to-day tasks with a high degree of independence, but may bring unusual situations to the attention of superior for resolution. Written and oral guidance materials are provided and must be observed and followed, but incumbent must use professional judgment in individual situations serving the public.

Often serves as shift supervisor, providing staff with initial instructions and guidance.

Incumbent has access to confidential records and confidential information, such as patron records.

**Job Environment**

Work at this level involves a variety of specialized work tasks. Staff and users looking for particular information often interrupt work and incumbent must be able to return to complete work already initiated with a minimum of lost time. Work involves a host of details to monitor and manage. While guidance materials are available, incumbent must rely on previous training, experience and good judgment to maintain level of service. Regular library schedule requires evening and weekend work.

Errors could result in delays or loss of service, damage to library building, and monetary loss and legal repercussions.

The incumbent has frequent contact with the public. Other contacts are with state and regional library associations, vendors, other government agencies, universities, schools and teachers. The position represents the library to professional and public groups and to the press. The incumbent may be required to do public speaking. Serves as acting library director in the absence of director as needed.

**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.*

- Develops and carries out programs for all ages; manages outreach programs to schools and families; and acts as a resource to local community organizations.
- Provides information and assistance to library patrons.
- Provides instructions on the effective use of library materials and equipment.
- Receives special requests from library users, and makes every effort to follow through
- Provides training and supervision to members of staff.
- Responsible for collection development and budget for various sections of the Library.
- Develops press releases and other promotions for Library services.
- Assists in interviewing applicants for positions in library.
- Coordinates desk schedules and make desk assignments.
- Makes reports to library director on performance issues.
- Manages work of volunteers.
- Creates and analyzes reports on services.
- Attends professional library conferences, seminars and network committees.
- Assists in the planning, development and implementation of library technology programs.
- Performs similar or related duties as required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Master's Degree in Library Science with at least three (3) years professional experience  
Librarian Certificate from the Massachusetts Board of Library Commissioners preferred.

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

##### **Knowledge.**

- Through knowledge of Library Science and Library services, library policies and procedures.
- Knowledge of automation systems affecting administrative and library services, especially computer applications and the Internet, social media and on-line support.
- Working knowledge of general Library management.
- Knowledge of basic computer software programs, such as Word and Excel.

##### **Ability.**

- Able to supervise and train other employees.
- Able to multi-task and handle a great many details simultaneously, and with accuracy.
- Communicate effectively with others, both orally and in writing.
- Implement goals and provide leadership.
- Prepare and analyze data.
- Able to speak in public effectively.

##### **Skills.**

- Strong planning and organization skills
- Excellent communication skills, both oral and in writing.
- Excellent customer service skills.
- Skill with Internet and computer applications.

#### **Physical and Mental Requirements**

Work is performed in an office setting, subject to quiet to moderate noise. Up to one-third of the time is spent standing, walking, sitting, stooping, or reaching with hands and arms. Up to two-thirds of the time is spent using hands to finger, handle or feel, talk or listen. Frequently the incumbent will lift up to 10 pounds, occasional lifting is required up to 30 pounds, seldom does the incumbent lift up to 60 pounds. Specific vision ability includes close vision and the ability to adjust focus. The compactness of space and accessibility could cause inconveniences and stress at times. Equipment used includes personal computers, office machines.

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**TOWN OF STOUGHTON**  
**LIBRARY ASSISTANT I**  
**LIBRARY ASSISTANT II**

Department:	Library	Date:	9-26-2023
Reports to:	Library Director	Hours Worked:	35
FLSA Status			

**Statement of Duties**

Provides support to the library director and librarians in serving the Library's patrons. Incumbent performs work responsibilities under the general direction of the library director and senior staff, who furnishes general work goals and objectives, as well as policy direction. Incumbent has access to confidential records and confidential information.

**Job Environment**

Work involves a host of details to monitor and manage. Incumbent must rely on previous training, experience and judgment to maintain level of service. Regular library schedule requires evening and weekend work. The incumbent has frequent contact with the public. The position represents the library to the public. Errors could result in delays or loss of service, damage to library building, and monetary loss and legal repercussions.

**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.*

- Manage and staff the Circulation Desk; charge and discharge books and other materials, receive and record fines.
- Provide excellent customer service to library patrons in person, by phone, email or text.
- Assist with collection inventories, weeding and shelf reading
- Prepares periodicals for circulation and maintains the periodical collection.
- Receives, sorts, shelves, verifies, delivers, mends and bar-codes books, and traces records and searches shelves for books not properly accounted for.
- Receives and routes requests, including basic interlibrary loan requests, maintains reserve shelf, handles send item list.
- May order materials, supplies, and equipment
- Assists patrons in application for library cards and verifies identification.
- Reserve and check out Museum Passes
- Make room reservations for staff and outside groups
- Assists patrons in the basic use of a variety of library technology including computers, hand-held devices, copiers, printers and fax.
- Assist managing work of volunteers.
- Assist in maintaining bulletin boards and displays.
- Attend professional conferences, seminars and trainings.
- Performs similar or related duties as required.

## **Recommended Minimum Qualifications**

### **Education and Experience**

**Required:** Associates degree plus a minimum of one year of customer service experience or clerical experience as a paraprofessional; or any equivalent combination of education, training and experience.

**Preferred:** Bachelor's degree and previous library experience with some knowledge of library automation procedures.

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

#### **Skills.**

- Excellent customer service skills.
- Excellent communication skills, both oral and in writing.
- Strong planning and organization skills
- Strong skill with Internet and computer applications, social media and on-line support.

#### **Ability.**

- Ability to communicate interact with staff, patrons, and members of the community
- Ability to provide effective and friendly service to all library users
- Ability to multi-task and handle a great many details simultaneously, and with accuracy.
- Ability to work independently;
- Ability to exercise judgment;
- Ability to be accurate.
- Ability to prepare and analyze data.
- Ability to work evenings and weekends
- Ability to pass CORI background check.

#### **Knowledge.**

- Working knowledge of Library Science and Library services, library policies and procedures,
- Knowledge of basic computer software programs, such as Word and Excel.
- Knowledge of basic office equipment and library automation systems

### **Physical and Mental Requirements**

Work is performed in an office setting, subject to quiet to moderate noise. Up to one-third of the time is spent standing, walking, sitting, stooping, or reaching with hands and arms. Up to two-thirds of the time is spent using hands to finger, handle or feel, talk or listen. Frequently the incumbent will lift up to 10 pounds, occasional lifting is required up to 30 pounds, seldom does the incumbent lift up to 60 pounds. Specific vision ability includes close vision and the ability to adjust focus. The compactness of space and accessibility could cause inconveniences and stress at times. Equipment used includes personal computers, office machines.

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**TOWN OF STOUGHTON  
PART TIME LIBRARY CLERK**

Department:	Library	Date:	9-26-2023
Reports to:	Library Director	Hours Worked:	Less than 19
FLSA Status			

**Statement of Duties**

The Part Time Library Clerk assists the Library Staff in serving the Library's patrons. The Library Clerk performs duties under the direction of the Library Director.

**Job Environment**

Work is performed both under typical office conditions and also within a large building open to all.

**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.*

- Essential functions of the Library Clerk are outlined below:
- Checks in/out library materials
- Registers patrons on the Old Colony Library Network, distributes new library cards
- Assists patrons in locating library materials
- Assists patrons in the use of library equipment (OCLN on-line catalog, personal computers, internet, microfilm readers, copy machines, etc.)
- Answer patron and telephone inquiries
- Organize library materials for re-shelving
- Process new library materials, type book lists, order forms, and any related library duties as directed by supervisor

**Recommended Minimum Requirements**

High school diploma or equivalent preferred. Past experience in a library setting and familiarity with computers helpful. Willingness to serve the public. Saturday and evening hours required. This position requires an individual with excellent communication skills who enjoys working with the public. Willingness to learn new programs.

**TOWN OF STOUGHTON  
ADULT LITERACY ASSISTANT PART-TIME**

Department:	Library	Date:	9-26-2023
Reports to:	Library Director	Hours Worked:	
FLSA Status			

**Statement of Duties**

The Adult Literacy Assistant assists the Coordinator with the volunteer adult literacy program at the Stoughton Public Library.

**Job Environment**

Work involves a host of details to monitor and manage. Incumbent must rely on previous training, experience and judgment to maintain level of service. Regular library schedule requires evening and weekend work. The incumbent has frequent contact with the public. The position represents the library to the public. Errors could result in delays or loss of service, damage to library building, and monetary loss and legal repercussions.

**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.*

- Recruitment of literacy volunteers and adult new reader
- Training and orientation of volunteers and library staff
- Maintain literacy program collection of teaching and reference materials
- Acquisition, maintenance and circulation of adult new reader materials
- Coordinate matching of tutors and learners
- Consult with tutors and learners on a regular basis
- Maintain files, statistics and related information for annual reports
- Plan and implement appropriate public relations events to promote program, such as newsletters, news releases, special programs etc.

**Recommended Minimum Qualifications**

**Education & Experience**

BA/BS in Education or Human Services preferred. Three years of experience in adult education, employment training, volunteerism or related area. Training in LVA, Literacy Volunteers of Massachusetts and Wilson Reading Program preferred. Excellent interpersonal, communication and organizational skills required. Computer skills are essential. Ability to resolve problems, mediate conflicts and maintain the highest level of confidentiality.

**TOWN OF STOUGHTON  
ADULT LITERACY PROGRAM COORDINATOR  
PART-TIME**

Department:	Library	Date:	9-26-2023
Reports to:	Library Director	Hours Worked:	Less than 19
FLSA Status			

**RESPONSIBILITIES:**

- Coordinate the volunteer adult literacy program at the Stoughton Public Library
- Implement recruitment of literacy volunteers and adult new reader
- Coordinate and/or conduct training and orientation of volunteers and library staff
- Maintain literacy program collection of teaching and reference materials
- Oversee acquisition, maintenance and circulation of adult new reader materials
- Coordinate matching of tutors and learners
- Consult with tutors and learners on a regular basis
- Maintain files, statistics and related information for annual reports
- Plan and implement appropriate public relations events to promote program, such as newsletters, news releases, special programs etc.

**PERSONAL QUALITIES:**

This position requires an individual with excellent communication and interpersonal skills, sensitivity and understanding of the needs of the adult new reader population. Ability to problem solve, mediate conflicts and maintain the highest level of confidentiality.

**MINIMUM REQUIREMENTS:**

BA/BS in Education or Human Services preferred. Three years of experience in adult education, employment training, volunteerism or related area. Training in LVA, Literacy Volunteers of America and Wilson Reading Program preferred. Excellent interpersonal, communication and organizational skills required. Computer skills are essential.