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.