

Title: Library Director, Williamsburg Libraries  
Position Type: Full-time (35 hours/week) with benefits  
Salary Range: \$45,000 - \$50,000, depending on qualifications  
Applications must be received by: March 29, 2019

Please submit cover letter and resume to:  
Pat Billingsley, Chair, Williamsburg Board of Library Trustees  
[williamsburg.trustees@gmail.com](mailto:williamsburg.trustees@gmail.com)

### 1. Summary/Definition

The Library Director is responsible for all aspects of the professional management and operation of the Town of Williamsburg's municipal libraries—the four-star Meekins Library and the smaller Haydenville Library, used only for meetings—in accordance with policies established by the Williamsburg Board of Library Trustees. The Director works in close collaboration with the Board, serving as its advisor and as an active participant in policy and fiscal resource development, strategic planning and goal setting, and facilities assessment. The Director serves as a liaison to government officials and agencies and administers the Williamsburg elementary school's library program, based at the Meekins Library. The Board delegates to the Director full authority in such areas as personnel administration, selection, and supervision; budget management; collection development; implementation of technological change; facilities management; and program development and outreach. The position is directly accountable to the Williamsburg Board of Library Trustees.

### 2. Supervision

- a. Working under policies established by the elected Board of Library Trustees, the Director plans and administers all library functions.
- b. Hires, trains, and supervises library staff, and screens, trains, and supervises volunteers, including annual reviews and promoting professional staff development.

### 3. Distinguishing Characteristics

- a. Performs varied duties of a responsible and complex nature requiring the exercise of considerable judgment.
- b. Responsible for securing confidential information maintained by the library. Maintains clear privacy and confidentiality procedures.
- c. Undertakes active and timely communication with the Board of Library Trustees, library staff, town and school officials and employees, governmental agencies, professional organizations, the general public, and all library constituencies as necessary.

#### 4. Essential Duties and Responsibilities

*The essential duties or responsibilities 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. Some of these duties may be discharged through supervision, delegation, or direct action.*

- a. Plans and supervises the overall operation of the Williamsburg public libraries. Oversees all aspects of the functioning libraries including: establishing operational policies, personnel administration, budget development and implementation, outreach and public programming, the elementary school library program, facilities management, collection development, assessment of emerging technologies, and consortia cooperation.
- b. Creates and maintains an environment welcoming to all library constituents.
- c. Develops the library collection to meet community needs and interests in accordance with the Board-approved collection development policy. Regularly reviews the collection; undertakes deaccessioning as appropriate.
- d. Collaborates with the Board of Library Trustees in the regular strategic planning process that identifies and addresses changing community and library needs, provides direction for library development, and serves as the basis for evaluating library effectiveness.
- e. Hires, trains, and supervises library staff, and screens, trains, and supervises volunteers, including annual reviews and promoting professional staff development.
- f. Assists patrons in the selection of library materials, and provides additional reference, circulation, and inter-library loan assistance as needed.
- g. Prepares regular statistical and other reports for the Board of Library Trustees, the Massachusetts Board of Library Commissioners (MBLC), the Town of Williamsburg, and other agencies and groups as needed.
- h. Ensures compliance with all MBLC requirements and regulations and C/WMARS circulation policies and timely submission of required reports.
- i. Collaborates with the Board of Library Trustees on planning and developing fundraising opportunities.
- j. Seeks grant opportunities; prepares applications and manages all grants received.
- k. Creates, executes, promotes, and publicizes library programs and activities and works with various organizations and individuals to provide special programs.

- l. Keeps current with the application of emerging technologies in libraries. Implements incorporation of applicable technologies to expand and enhance library programs and services.
- m. Administers the Williamsburg school library program (K-6), based at the Meekins Library. Ensures that both students and faculty are effective library users and empowers students to be critical thinkers capable of assessing information and ideas. Develops enthusiastic readers, skilled researchers, and ethical users of information.
- n. Supervises maintenance and repairs of the buildings and grounds.
- o. Manages projects related to facilities improvements and expansion.
- p. Provides professional advice to the Board of Trustees on library issues and keeps the Board informed of relevant issues and developments at the regional, state, and national level and makes presentations on same. Makes policy recommendations to the Board and implements and interprets policies adopted by the Board. (Policies should include, but are not necessarily limited to: collection development, personnel, use of library facilities, patron confidentiality, Internet access, and circulation of materials.)
- q. Serves as the libraries' liaison with municipal government and the community in general. Makes presentations to groups and boards as required.
- r. Works closely with the Friends of the Williamsburg Libraries, attending meetings, advising the group of library needs, and providing requested information.
- s. Actively pursues professional development opportunities for self and staff. Attends both physical and virtual trainings and conferences.
- t. Performs other duties as needed.

## 5. Work Environment & Schedule

This is a typical active library environment, where the work can be demanding and fast paced at times. The position is 35 hours per week and includes some Saturday and evening hours.

## **MINIMUM QUALIFICATIONS**

### 6. Education and Experience

- a. A Master of Library Science (MLS or MLIS) degree from an ALA accredited library school is required.
- b. Minimum four years library experience with demonstrated leadership qualities and evidence of increasing supervisory and managerial responsibilities over time.

- c. Demonstrated experience in successful critical thinking and judgment, leading and mentoring staff, fiscal planning and administration, program development, outreach, collection development, and applying emerging technologies in a library setting.
- d. Demonstrated experience working collaboratively with a broad range of constituents. Experience working in a community library, an elementary school library program, and interacting with town officials and elected boards highly desirable.
- e. Evidence of strong interpersonal and communication skills.
- f. Willingness to travel to the Haydenville library, the Williamsburg elementary school, and the Williamsburg town offices.
- g. Supports intellectual freedom and the ALA code of ethics.

## 7. Knowledge, Abilities, Skills

- a. Thorough knowledge of the principles and practices of professional library work and of the organization and management of library operations, including administration, personnel, and finance.
- b. Strong interpersonal, written, and verbal communication skills. Willingness to learn and use new communication technologies. Demonstrated public speaking skills.
- c. Ability to implement and manage change in the complex and rapidly evolving greater library environment.
- d. Ability to work effectively with all constituents, including the Board of Library Trustees; staff and volunteers; patrons of all ages and interests; Williamsburg school students, faculty, and administrators; town officials and the general public.
- e. Knowledge of and vision for resource development, including but not limited to grant writing, fundraising, donor development, and donor relations. Experience with QuickBooks and Little Green Light or other fund-raising software desirable.
- f. Fiscal management experience; budget development and administration, including seeking approval by the Board and presentation to town officials.
- g. Working knowledge of an automated library system; experience with Evergreen ILS desirable.
- h. Ability to lead and supervise staff and volunteers in an effective and harmonious manner; and delegate responsibility and authority efficiently.
- i. Ability to build effective teams, interact with a broad spectrum of stakeholders, and engage in creative problem-solving and program development.

j. Understanding of and receptiveness to the uses of emerging technologies in community and school library settings. Knowledge of information literacy and technology literacy, and the ability to put current trends in library development to local use.

k. Commitment to professional development and continuous improvement.

#### 8. Physical Requirements

a. While performing the duties of this position, the employee is frequently required to sit, stand, bend, reach, squat, twist, kneel, and push and pull objects.

b. The employee must be able to speak and hear.

c. The employee is frequently required to use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms.

d. The employee must occasionally lift and/or move up to 30 pounds.

e. Specific vision abilities required by this job include close vision and the ability to adjust focus.

f. The work requires some travel during the daytime and evening to attend training sessions and meetings.

Note: Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check.