

Phillips Free Public Library  
Position: Library Director

**STATUS:** Part Time

**HRS PER WEEK:** 10 (At times possibly more)

**APPOINTED BY:** **LIBRARY TRUSTEES**

**PROPOSED WORK HOURS:** Monday 5 – 8  
Wednesday 9-12; 1-3pm  
Saturday 9 – 11

Responsible administrative work involving the direction of a broad range of public library functions.

**Duties:**

- Plans and supervises the operation of the library, working with the Board of Library Trustees to develop library policies, goals, and short and long term plans for the development of the library services in relation to the changing needs of the community. Maintains open communication with the Board of Library Trustees and staff.
- Develops an annual operating budget for approval by the Board; presents budget for consideration of town officials; administers appropriations approved by the Town Meeting.
- Pursues and applies for grants; implements and administers grant funds. Researches all sources in funding to support the library operations budget including from municipal, state, and federal sources. (depending on the ability of library to meet funding requirements).
- The Director will write the grant applications, manage activities and acquisitions for successful proposals and write and submit reports to appropriate agencies as required. The director will keep the Board of Trustees informed of applications and status.
- Completes forms as required to be eligible for state grant funds for libraries
- Manages municipal budget allocations, grant money, endowment fund interest income and gifts with the Finance Committee approval.
- Prepares bills for Town Accountant to pay vendors.
- Prepares payroll form for submission to Town Accountant.
- Keeps track of status of library finances.
- Accounts for and processes cash received directly by the library.
- Works with the Friends of the Library Group and informs them of the library needs.

Directs all personnel operations of the public library, including hiring, training, supervision of the staff and volunteers and doing the reviews of the staff.

Oversees all library functions.

Board of Library Trustees:

- Writes monthly Librarian's Report to apprise Board of statistics and activities.
- Keeps the Board informed of current problems, issues, and developments relating to library service.
- Advises Board in library matters requiring Board action or involvement.
- Attends the Library Board of Trustees meetings.
- Advises the Board of Trustees on short and long range funding needs.

Ensures that the library services meet the needs of the community as well as all federal, state, and local regulations.

Directs the development and maintenance of the library's collection of materials.

Evaluates circulation policy and procedures for effectiveness and suitability.

Prepares statistical reports on library service to the Board, town, state, and federal entities.

Promotes library services to the community and handles patron complaints.

Encourages community use and support of the library.

Attends regional, state, and national meetings and conventions and networks to get ideas and input regarding the library operations.

Represents the library at meetings of Finance Committee, Board of Selectman, and Town Meetings.

Attends to the physical needs of the library building. i.e. getting repairs quotes etc. and advises the Board of Trustees.

Performs related work as required.

## **QUALIFICATIONS REQUIRED AT HIRE:**

- Bachelors Degree
- Preference given to candidates with coursework or experience in library services.
- Knowledge of the principles and practices of public library functions.
- Knowledge of the principles and practices of public administration as applied to a public library.
- Considerable ability to administer the activities of a public library and to supervise the work of others.
- Considerable ability to develop short and long term development and operational plans and programs.
- Considerable ability to establish and maintain effective working relationships with supervisors, supervisees, Town officials and the general public.
- Maintain professionalism at all times.
- Considerable knowledge and ability to use computers/peripherals including software to conduct database management, word processing, fiscal management and cataloging.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job light physical effort may be required in performing typical library functions such as carrying and shelving books. Also, frequent standing, walking, bending, reaching, grasping, feeling, operate objects, tools or controls and talk and hear and climbing are requirements of this job. The employee may be required to lift and/or move up to 30 pounds.

Please send Application to:

Library Board of Trustees  
Phillipston Town Hall  
50 The Common  
Phillipston, MA 01331