

Library Director

Department:	Library-Main
Location:	361 Washington Street Brookline, MA, 02445
Salary:	\$122,105-\$143,834
Minutes Walk to Public Transit:	10
Job Close Date:	6/15/2022

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The Board of Trustees of the Brookline Public Library seeks a dynamic, experienced leader to serve as Library Director. The Brookline Public Library serves patrons in three locations, including two of the busiest branch libraries in the Commonwealth. The Library Director, under the direction of the Library Trustees, manages a staff of 40 full time employees and 60 part time employees, many of whom are in a union. The successful candidate will have a keen knowledge of the principles and practices of library operations, is an accomplished leader with demonstrated oral and written communication skills allowing them to maximize relationships with departments, boards, commissions, community groups, the public and affiliated programs and organizations in the broader metro-Boston area. The Library Director is skilled at using data and emerging technologies to anticipate library innovations and challenges to optimize service to library patrons, and to perform a full range of executive duties in managing and advocating for the Library. Developing long range funding sources and strategies and a strong commitment to the evolving and vital roles of a large, urban public library is vital. The successful candidate will have seven to 10 years of progressively responsible experience in professional library work, including five years of significant management and supervisory responsibilities. A Master's Degree in Library Science from an ALA accredited school is required. The position is full time, with a starting salary range of \$122,105 to \$143,834 depending on qualifications. Opportunity for salary growth and pension; health, dental, life and disability insurance are available.

JOB DESCRIPTION

Definition

Professional, administrative and supervisory work in directing the programs and operations of the Brookline Public Library, the Coolidge Corner Branch and the Putterham Branch, and in overseeing all library services and resources; all other related work as required.

Supervision

Works under the administrative direction of the Board of Library Trustees and the Town Administrator, consulting with supervisors when clarification, interpretation, or exception to Department policies may be required.

Performs highly responsible work requiring the frequent exercise of leadership, independent judgment, and initiative in planning and overseeing the administration of the Brookline Public Library system and in the development and delivery of library services to meet individual, community and regional needs.

Has direct supervisory responsibility for six full-time employees; has indirect supervisory responsibility for all library employees and volunteers.

Job Environment

Work is performed under typical office and library conditions; work environment is quiet. Incumbent is frequently required to work outside of normal business hours. In addition, the incumbent may be required to work on weekends and may be contacted at home at any time to respond to important situations.

Makes frequent contacts with other libraries, professional organizations, civic groups and the public requiring the ability to influence actions and resolve problems; meets with the Brookline Board of Library Trustees, the media, vendors, and other Town and school departments; contacts are by phone, in person, and in writing and require discussing complex administrative and technical matters.

Has access to all Department-related confidential information including personnel records, long-range planning information and budgetary information.

Errors could result in waste of public funds, misuse of personnel, damage to the library buildings and materials and lower levels of library service for the Town.

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 the operation of the main library and two branches of the Brookline Public Library System; develops library policies, programs and procedures.

Oversees and monitors staffing levels; assigns personnel and develops work schedules; handles all personnel management functions including hiring, discipline, and firing; maintains personnel records; administers performance evaluations of personnel.

Prepares and monitors the annual departmental budget for the libraries; presents and defends same before the Board, Town Administrator, Board of Selectmen, Advisory Committee and Town Meeting; authorizes all expenditures; oversees payroll and payment of bills; develops plans and policies to procure individual and corporate donations to the libraries. Prepares, as required by the Board and Town government, long-range budgetary and building plans.

Oversees and may participate in the purchasing of books, supplies, equipment, and other library materials; responsible for adding and discarding all collection materials, establishing collection development policies; creating and modifying cataloguing system. Supervises selection of books and other materials to maintain necessary collections in libraries; supervises weeding of old publications and materials.

Supervises the maintenance of the buildings and grounds of the library; oversees any additions or alterations to the library buildings; may be required to attend meetings related to construction matters; may be required to develop and oversee fund raising activities for construction projects.

Promotes and publicizes library activities; plans and executes library programs related to fund raising events, speakers, etc.; represents the library at ceremonial occasions in the community and at professional meetings. Attends a variety of regional and State professional meetings; serves on professional councils and committees, etc.; participates in the work of professional and local cooperative library organizations.

Performs a variety of professional library activities necessitated by staff absences or vacancies. Explains library policies and procedures to patrons of diverse educational and language backgrounds; registers new borrowers; checks out books, magazines, and audiovisual materials. Answers the telephone and directs callers to correct resource within the library.

Responsible for overseeing the maintenance of the library buildings and equipment; responds to and coordinates repairs and maintenance needs of the buildings.

Works in conjunction with the Board to develop and oversee fund raising and investment programs. Pursues grant opportunities for library funding; oversees and administers grants awarded to the library.

Attends Board meetings, reports on library activities, and advises on matters of library policy; reports on all library activities.

Reports as requested to Town Administrator; acts as facilitator of communication between Board of Library Trustees and Town government officials, State and federal agencies.

Performs similar or related duties as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Master's Degree in Library Science from an ALA accredited school; ten years of progressively responsible experience in professional library work, including five years of administrative and supervisory responsibility at a large public library.

Special Requirements

Certification from the Massachusetts Board of Library Commissioners.

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of the principles and practices of professional library work and of the organization and management of library operations, including administration, personnel, fund raising and finance. Working knowledge of the use of computers for library functions and for management.

Ability. Ability to direct the work of professional and non-professional staff. Ability to meet and deal with people effectively and appropriately. Ability to communicate clearly both orally and in writing. Ability to manage multiple library facilities. Ability to prepare and administer budgets and to prepare financial reports. Ability to operate a telephone and standard office equipment. Ability to operate a computer.

Skill. Excellent planning and organizational skills. Broad interest in learning and literature. Budgetary skills. Excellent customer service skills. Skill in pursuing and administering grants.

(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 requirements of the job change.)

The Town of Brookline is an equal opportunity employer and dedicated to maintaining a diverse workforce.