

**TITLE: LIBRARY DIRECTOR**  
**LEVEL: \$79,000**  
**DEPARTMENT: NEW BEDFORD FREE PUBLIC LIBRARY**

**FUNCTION:** Under the direction of the Library Board of Trustees and Mayor, responsible for the administration of the Public Library system including planning, organizing and directing all library services and activities.

**SUPERVISION RECEIVED:** Works under the broad policy guidance and direction of the Board of Trustees and Mayor.

**SUPERVISION EXERCISED:** Exercises administrative direction over Branch Heads, Librarians, clerical and other support staff, part-time, contracted or seasonal personnel, either directly or through departmental supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Manages the City's Library Department with responsibility for directing all library operations, developing and managing the budget, recommending and implementing library policy, and developing the library's collections and services.

Analyzes community library needs and subsequent adjustment in operations, procedures, service and staff organization to meet identified needs; recommends and implements new programs and services; prepares annual goals and objectives for the library system.

Provides leadership and direction in the development of short- and long-range library strategic plans; gathers, interprets and prepares data for studies, reports and recommendations for current and future trends; coordinates department activities with other departments and agencies as needed.

Provides professional advice on library issues to departmental supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public to ensure all are kept abreast of the library's role and potential.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; oversees annual budget preparation.

Assures that library facilities and equipment are maintained properly, and works with various Department Heads to coordinate maintenance and repair functions.

Conducts research to match grant-funding opportunities with library system needs; assists in the solicitation of gifts to the library.

Develops and supports innovative marketing efforts that promote library programs and services on a continuing basis; ensures the library system is an educational, cultural and socially enhancing organization in the community.

Provides support for the preservation and promotion of substantial valuable special collections, including a significant art collection.

Serves as a member of various committees as assigned; serves as agent for the Board of Library Trustees; prepares for regular monthly meetings; assists staff in the performance of their duties as required.

Demonstrated knowledge of current management principles and public library administration including organizational development, financial management, personnel recruitment and staffing levels.

Strong managerial, organizational and planning skills, including experience in union relations and development of long-range strategic planning; ability to develop and maintain effective working relationships with staff, patrons and general public, trustees, community organizations and City officials.

Demonstrated ability in analyzing community needs and developing key programs to reach a variety of populations, both served and under-served; marketing expertise in promoting new services, as well as traditional library services.

Ability to speak and write effectively, and make oral and written presentations before many groups with the purpose of increasing collaborative work with a wide variety of community organizations.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

**EDUCATION AND EXPERIENCE:** Master's Degree in Library Science from an ALA accredited school plus eight or more years of directly related experience, at least five of which were in a progressively administrative capacity involving policy, innovative community outreach, staff development and budgetary responsibility; two or more years preferably in an urban library system; or any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the duties of the position.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license or ability to obtain one, subject to CORI background check and pre-employment testing.

**TOOLS AND EQUIPMENT USED:** Library computer system; personal computer; copy and fax machines; telephone; automobile.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** 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.

Normal office environment not subject to extremes in temperatures, noise, odors etc.; regular interruptions to assist patrons, staff, citizens; may spend extended periods at terminal, on telephone or operating other office machines requiring eye-hand coordination and finger dexterity; regular lifting and carrying of files, documents, records, etc.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above 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.