

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Library Director

**Department:** Library

**Appointing Authority:** Board of Library Trustees

**Affiliation:** Non-union

**Grade:** N-11 (recommended)

**Personnel Board Approved:** 03/21/2016

**Personnel Board Revised:** 05/15/2023

**Summary of Duties**

Is responsible for directing, managing and administering the operations, services and programs of the Wayland Free Public Library in accord with the policies established by the Board of Library Trustees and the Town. Exercises a high degree of leadership and independent initiative in planning and developing goals and objectives while carrying out the basic policies of the Board of Library Trustees. Implements the programs and coordinates the activities which deliver Library services to the Town of Wayland.

**Supervision Received**

Exercises broad discretion and independent initiative in the conduct and completion of position responsibilities within the policy parameters established by the Board of Library Trustees and the Town of Wayland.

**Supervision Exercised**

Either directly or through subordinate personnel, supervises the activities of all professional and non-professional full-time and part-time Library staff and volunteers.

**Job Environment**

Performs duties under typical library and/or office conditions. Work schedule includes evenings and weekends.

Has frequent contact with the general public, vendors, department heads, Town boards and committees and area libraries. Contact with the public is to be courteous and may require patience, tact and understanding.

Operates standard office equipment.

May be required to visit and inspect any portion of the facility.

Errors could result in delay or loss of services and programs, poor public relations and monetary loss.

### **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.*

Administers the Library program and policies under the guidance of the Board of Library Trustees. Evaluates community needs. Recommends policies, services, activities and changes in operation. Works directly with Board of Library Trustees in administrative, technical and advisory capacity. Assures compliance with applicable municipal rules, regulations, policies and bylaws, state and federal laws. Conducts comprehensive public relations program to promote the Library's role in the community and keeps the public informed of the Library's activities and programs.

Develops and attends innovative programs and activities to promote optimal use of the Library. Coordinates library programs with outside organizations, such as Wayland schools and the Wayland Historical Society.

Directs and manages Library personnel. Responsible for staff direction and productivity. Administers personnel policies and collective bargaining agreements. As delegated by the Board of Library Trustees, hires and terminates Library employees consistent with Town policy and collective bargaining agreements.

Prepares the annual budget of the Library for consideration by the Board of Library Trustees and the Finance Committee. Manages and directs the expenditures of Library accounts and other sources of revenue. Seeks supplemental revenue sources whenever possible. Oversees purchase of all Library materials in accordance with Town and state statutes.

Works to ensure the safety of the building, computer network, staff, and Library patrons. Responds to emergency situations as needed. Provides maintenance requests to the Facilities Director and gives feedback on building maintenance issues.

Oversees the selection and withdrawal of books, magazines and audio-visual circulation and reference materials. Archives, stores or disposes of materials as determined by Library policy.

Demonstrates and maintains cooperative relations with other Town departments for the purposes of enhancing efficiency, productivity and morale.

Prepares annual Library report for Town Reports. Prepares the Annual Report of Information Statistics (ARIS) and the annual State Aid to Public Libraries Financial Report for submission to the Massachusetts Board of Library Commissioners. Ensures a current Strategic Plan and annual Action Plan are on file with the Massachusetts Board of Library Commissioners. Prepares a written monthly report for the Board of Library Trustees.

Makes use of consultants in the Metrowest Massachusetts Regional Library System and Massachusetts Board of Library Commissioners. Participates in and maintains contacts with state and national professional organizations. Serves as the point of contact and attends meetings with other library systems and professional and public groups; represents the Library and the Town in interactions with external contacts. Attends professional meetings and workshops; shares knowledge with staff.

Attends all Board of Library Trustee meetings; represents the Library at Town and departmental meetings.

Keeps abreast of federal and state laws and pending library legislation. Advocates as needed.

Fulfills the obligations of a participating Library of the Minuteman Library Network. Keeps abreast of changes in technology of library automation. Works to ensure that library technology is meeting operational needs.

Recommends to the Board of Library Trustees the hiring and firing of department employees; supervises, directs, trains, reviews, disciplines and establishes work schedules and work assignments for all departmental employees consistent with Town By-laws, policies, procedures and applicable collective bargaining agreements.

Oversees all administrative functions; directs the daily operations of the Library; develops office procedures and documents; reviews, prepares and administers the Library budget; prepares annual report and capital acquisition documents; makes recommendations for contracted services; participates in upgrades and purchasing of office equipment, computer hardware and computer software for the Library; authorizes the purchase of supplies as needed.

Participates and collaborates with appropriate Town departments and the Board of Library Trustees on repairs, maintenance and renovations of the historic Library building.

Interprets Library policies for members of the public.

### **Recommended Minimum Qualifications**

#### **Education:**

Master's Degree in Library Science from an ALA accredited school is required.

#### **Experience:**

Must have five (5) years of supervisory experience in a library setting.

#### **Knowledge, Abilities and Skills:**

Knowledge of current and emerging professional practices, standards, procedures, and techniques of library science and library administration for all areas of the Library.

Knowledge of both traditional and technology-based library resources and of library networks is required.

Knowledge of Integrated Library Management Systems (ILMS).

Knowledge of the principles, practices, organization and management of library operations.

Knowledge of library automation systems.

Knowledge of grants and alternative funding sources preferred.

Knowledge of budgeting practices and procedures.

Knowledge of facility operations and systems preferred.

Ability to communicate effectively, both orally and in writing.

Ability to exercise independent judgment and decision-making.

Ability to work effectively with both professionals and non-professionals.

Ability to work nights and weekends as required.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment and software.

Excellent planning and organizational skills.

**Physical Requirements**

Ability to lift and carry files, documents, records and other library materials.