

DEPARTMENT OF COMMUNITY SERVICES

TOWN OF HANOVER

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MUNICIPAL INSPECTIONS: (781) 826-6400
JOHN CURTIS LIBRARY: (781) 826-2972
COUNCIL ON AGING: (781) 924-1913
VISITING NURSES: (781) 826-4971



CONSERVATION: (781) 826-5950
PLANNING: (781) 826-5950
BUILDING: (781) 826-5950
HEALTH: (781) 826-5289

TO: Bulletin Boards at Town Hall, School Department, Library, COA, DPW, Fire and Police Departments and the Town Website

FROM: Tammy Murray, Acting Director of Community Services

DATE: May 24, 2018

NOTICE OF VACANCY FULL-TIME LIBRARY DIRECTOR

The Town of Hanover is seeking an experienced, Library Director for the John Curtis Library who will be responsible for the management, planning, direction, administration and evaluation of all library functions and services to effectively meet the growing diversity of cultural, recreational, informational, and educational library needs of the community in accordance with the regulations of the Massachusetts Board of Library Commissioners, the by-laws of the Town and the laws of the Commonwealth.

The successful candidate will have a high degree of initiative required in planning and implementing all programs and services. The ability to exercise considerable independent judgment in dealing effectively with diverse constituencies in a responsible manner; resolve conflict situations in a calm and constructive manner. Ability to express oneself clearly and concisely both orally and in writing. Ability to set priorities and multi-task with frequent interruptions while maintaining a high quality of work product; must be organized and be able to maintain detailed and accurate administrative and financial records on an ongoing basis. Proven analytical and problem-solving skills, decision-making skills, team building and mentoring skills. Ability to develop and maintain effective working relations with library department personnel, other Town departments, and with the general public. Demonstrate excellent customer service and professional demeanor at all times; respond quickly to any complaints or problems. Must be able to provide leadership and customer training service to all level of staff. Develops and institutes short and long-term goals, objectives and policies for the library in conjunction with the Board of Library Trustees. Coordinates supervise and participate in selecting new material for the library and represent the John Curtis Library at the local, regional, and state levels at conferences and events. Promotes and supports the staff's promotion of the library through public relations. Directly supervises nine (9) employees at the John Curtis Library under the direction of the Director of Community Services.

Qualifications: Master's degree in Library Science in a program accredited by the American Library Association and a minimum of five (5) years professional experience involving finance, budgeting, facilities management, library automation and personnel administration. A valid Massachusetts driver's license is required.

The starting rate of pay will commensurate with experience; the deadline for applications is June 11, 2018, or until the position is filled. Please submit a cover letter and a resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov. (Posted 5-24-18)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.

WWW.HANOVER-MA.GOV

**Town of Hanover
Job Description**

Job Title: Library Director, John Curtis Free Library
Department: Community Services Department
Reports To: Director of Community Services
FLSA Status: Exempt
Prepared By: Anthony Marino/Ann Lee
Prepared Date: April 2017
Approved By: Town Manager
Revised Date:

SUMMARY:

The Library Director is responsible for the management, planning, direction, administration and evaluation of all library functions and services to effectively meet the growing diversity of cultural, recreational, informational, and educational library needs of the community in accordance with the regulations of the Massachusetts Board of Library Commissioners, the by-laws of the Town and the laws of the Commonwealth.

ESSENTIAL DUTIES & RESPONSIBILITIES: (Other duties may be assigned.)

- High degree of initiative required in planning and implementing all programs and services. Leadership ability and a high degree of motivation and resourcefulness.
- Ability to exercise considerable independent judgment in dealing effectively with diverse constituencies in a responsible manner; resolve conflict situations in a calm and constructive manner.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to set priorities and multi-task with frequent interruptions while maintaining a high quality of work product; must be organized and be able to maintain detailed and accurate administrative and financial records on an ongoing basis.
- Proven analytical and problem-solving skills, decision-making skills, team building and mentoring skills.
- Ability to develop and maintain effective working relations with library department personnel, other Town departments, and with the general public.
- Demonstrate excellent customer service and professional demeanor at all times; respond quickly to any complaints or problems. Must be able to provide leadership and customer training service to all level of staff.
- Develops and institutes short and long-term goals and objectives for the library in conjunction with the Board of Library Trustees.
- Develops policy recommendations to the Trustees and implement policies adopted by the Trustees.
- Supervises, directly or through delegating, library services, operations and activities, including but not limited to: materials selection, weeding, and overall collection development; cataloging and other technical service operations; reference, children's services, adult services, young adult services and any other services provided to the general public and special user groups; business and financial functions, community relations; library promotion; library building and grounds; personnel management.
- Coordinates, supervises and participates in selecting new materials for the library.

- Administers the volunteer program, including recruitment, training, and evaluation.
- Assists with direct patron services as needed.
- Collects and analyzes data and statistics; evaluates current programs for services and recommends changes. Develops implements and promotes new programming, through consultation with staff, other department employees, patrons and community groups to meet community needs.
- Oversees the maintenance of the building; consults with the Facilities Manager regarding repairs and upkeep. Coordinates and supervises rearrangements of physical facilities in the library. Assess needs; recommends new or replacement purchases
- Prepares reports for the Trustees, Director of Community Services, Town Manager and the State Board of Library Commissioners as requested/required.
- Pursues, applies for and administers grants.
- Develops implements and maintains a public relations program.
- Supervises all operations to maximize effectiveness and minimize costs.
- Participates, with Trustees, in a continuing formal planning process which identifies and addresses community and library needs, provides direction for library development and serves as a base for evaluation of library effectiveness about changing community needs.
- Advises the Trustees in library matters and keeps them informed of relevant issues and developments. Attends all Trustee meetings, reports on library activities and important issues participates actively in discussion and contributes ideas and suggestions during the decision-making process, and assists in preparing meeting agendas.
- Maintains current knowledge of new legislation, regulations, and changes in library services and procedures, and identifies technological advances through publications review, attendance at industry meetings, conferences, peer associations and the Massachusetts Board of Library Commissioners.
- Represents the library on the local, regional, and state levels at conferences and events.
- Promotes and supports the staff's promotion of the library through public relations.
- Acts to ensure that the library is a safe place for employees and the general public.

SUPERVISORY RESPONSIBILITIES

Manages up to nine (9) employees. Carry out supervisory responsibilities in accordance with the Town's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems; in compliance with contract guidelines. Encourage professional development for staff through workshops and conferences.

EDUCATION and/or EXPERIENCE

Master's degree in Library Science in a program accredited by the American Library Association and a minimum of five (5) years professional experience involving finance, budgeting, facilities management, library automation and personnel administration. Three (3) to five (5) years professional experience should be progressive in an administrative and/or supervisory capacity, preferably in a municipal library environment.

LANGUAGE SKILLS

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or Board of Selectmen.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Library software and Microsoft Office programs including Excel, Word, and Outlook. Database software; to the extent that it meets the Town's needs and interfaces with other existing software packages; Internet software; and Payroll systems.

CERTIFICATES, LICENSES, REGISTRATIONS

Proof of Certificate or Professional Librarianship issued by the Massachusetts Board of Library Commissioners is required.

OTHER SKILLS AND ABILITIES

Must maintain a strict confidentiality while performing the duties of this position. The following personal attributes are required: be honest and trustworthy, be respectful, possess cultural awareness and sensitivity, be flexible, be professional, be customer focused, demonstrate sound work ethics, and maintain strict confidentiality.

PHYSICAL DEMANDS

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, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

INDEPENDENT ACTION

Responsibilities include the establishment of both short and long-range plans and objectives within the scope of organization-wide policies and established goals; consults supervisor on matters where interpretation or exception to established policy may be required. Incumbent establishes personal standards of performance within a broad framework of policy and objectives established for the organization.

ACCOUNTABILITY

Has responsibility for directing the activities of a major functional area of the organization and/or development of recommendations for organization-wide planning; assumes responsibility for facilities, equipment, and personnel and may direct the activities of the Town in the absence of the Town Manager.

INTERRELATIONSHIPS

Work involves dealing with personnel from other departments, as well as insured, agents, vendors, and/or others outside the organization where considerable resourcefulness, discretion and persuasiveness may be required to obtain the desired results through negotiations or through influencing the decision of others and promote the best interests of the organization.

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 the requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have read this job description. I understand the responsibilities assigned to this position. I certify that I can perform these functions.

Employee Signature

Date

Supervisor's Signature

Date

Print Name

Print Name