

Job Posting for Interim Library Director

The Town of Southamptton, Massachusetts is seeking a qualified person to serve as the Interim Director of Edwards Public Library.

Statement of Duties: The Library Director performs professional, administrative and supervisory work overseeing all aspects of the Town's public library. The Director is responsible for the implementation of all library functions, staffing and activities and provides leadership for improving public library services to the community as well as the maintenance of library technology equipment, buildings and grounds, recommending and coordinating major repairs and upgrades, with the approval of the Library Trustees. The Director is required to perform all similar or related duties.

Essential Functions:

Works with the Board of Trustees to formulate long and short term Library goals and objectives for Board approval and develop library policies that identify and address Library and community needs. Implements and interprets policies adopted by the Board of Trustees.

Plans and oversees the operation of the library, including the maintenance of patron accounts, responding to patron reference questions, circulation of books and materials, cataloging, technology updates, programs and related services, and the application of measures used to monitor service accomplishments against recognized library service standards.

Responsible for the development and provision of library services to effectively meet the present and future needs of the community. Studies community and area trends and evaluates their relation to the library.

Prepares annual reports to the Commonwealth to ensure certification and the receipt of State Aid, writes grant applications as necessary in an effort to secure additional funding for updating library facilities and technology. Prepares monthly reports to the Board of Trustees on Library activities and important issues. Advises, consults, and confers with the Library Board of Trustees, Friends of the Library, other library officials (at the State and local level), citizens, and community groups regarding library services and operations, and assists in preparing the Library's long range plans which are submitted to the Massachusetts Board of Library Commissioners for review and approval.

Responsible for the development and application of the library's automation systems including the use of the Internet and website in support of department services and/or programs.

Responsible for collection development through the selection of library books and materials as well as the weeding, organization and maintenance of same; responsible for care and preservation of library historical and archival collections.

Selects, supervises, trains and evaluates library staff and volunteers. Coordinates the on-going training and development of department employees.

Responsible for promoting and publicizing library activities and programs including maintenance of the department's website, preparation of marketing flyers and brochures as well as press releases.

Prepares, recommends and is responsible for the administration of the library's annual operating budget, including the purchasing and preservation of library books and materials. Oversees the ongoing expenditure of funds and maintenance of financial records.

Prepares grant applications and seeks alternative funding, such as gifts to the library, in support of library operations, services, programs or events.

Responsible for the preparation, submission and on-going administration of the department's payroll as well as the payment of payables to vendors.

Attends library workshops or seminars to maintain current knowledge of new developments in the field of library science and related services, including technology. Makes recommendations to the Board of Trustees and the Town to improve the provision of library services.

Serves as liaison for the library to various town, state, civic and community organizations; serves on various regional library organizations; speaks to groups and individuals to provide information and/or to advocate for library services.

Responsible for the management and security of the physical plant and grounds to ensure proper maintenance and recommends improvements and repairs.

Education and Experience:

A Master's Degree in Library Science, in a program recognized by the Massachusetts Board of Library Commissioners, is preferred; three to five (3-5) years of progressive library management experience preferably in a municipal library setting and a minimum of one (1) year in a supervisory capacity; or an equivalent combination of education and library experience to carry out the essential functions of the position, including possessing, or having the ability to obtain a Certificate of Librarianship from the State Board of Library Commissioners.

This position is a salaried, non-union position.

To apply, please send a cover letter and resume in a PDF format to: epltrustees@gmail.com

The Town of Southampton is an Equal Opportunity Employer.