



# City of Medford – Job Description – Library Director

<b>Job Title:</b>	Library Director	<b>FLSA (Exempt-Non-Exempt):</b>	Exempt
<b>Department:</b>	Medford Public Library	<b>Affiliation:</b>	N/A
<b>Classification/ Salary Range:</b>	Per Wage and Salary Scale	<b>Reports To:</b>	Mayor (Directly) Trustees (In Part on General Issues for Library)
<b>HR Contact:</b>	Human Resources Office/204	<b>Telephone:</b>	781-475-5640
<b>Job Description</b>			
<b>POSITION OVERVIEW:</b> This position is responsible for developing, administering, supervising, and coordinating the work of the library and staff, performing managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services.			
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b> <i>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.</i>			
<b>Policies and Planning</b> <ul style="list-style-type: none"><li>▪ Plans and supervises the operation of the public library; assists the Board of Trustees in the development of library policies and oversees the development of library programs and procedures. Responsible for the delivery of public services to the citizens using the public library, and for the efficient administration and management of the library facility.</li><li>▪ Responsible for long-range planning for library services in accordance with federal, state, and local guidelines; responsible for leading staff in the implementation of this plan.</li></ul>			
<b>Personnel</b> <ul style="list-style-type: none"><li>▪ Oversees and monitors staffing levels; assigns personnel and develops work schedules.</li><li>▪ Responsible for the supervision of all staff. The Director is the direct supervisor of the Assistant Director, Supervisor of Youth Services, Office Manager, department heads, and custodian, and shares supervision of all other full-and part-time staff with the Assistant Director. The Director is available to all staff when needed and maintains a “door is always open” policy.</li><li>▪ Establishes and distributes responsibilities among staff in a clearly delineated manner.</li><li>▪ Approves vacation, personnel, sick, and schedule change requests; signs time sheets; keeps records of employee attendance; supervises the preparation of weekly work and desk schedules.</li><li>▪ In conjunction with the Human Resources Office, hire applicants for full- and part-time vacancies following established HR processes; works with the Human Resources Office on establishing staff training, and may oversee specific training of staff.</li><li>▪ Participate in union negotiations.</li><li>▪ Carries out annual employee evaluations; handles staff issues with the city’s Human Resource Office, which may involve the library union’s representative.</li></ul>			

- Supervises the technical services department; oversees the cataloging and collection tasks of the Cataloger and Adult Services librarian; oversees full- and part-time technical services clerical staff; trains technical services staff on new procedures and policies.
- Supervises circulation staff and procedures with the Assistant Director; handles patron issues and complaints; keeps staff up to date on changes in circulation policy and procedure.
- Assists the staff with interlibrary loan (ILL) issues; establishes and updates network ILL policies; handles ILL issues and complaints when necessary.
- Supervises shelving progress of library pages and volunteers in the absence of the Assistant Director; assists with departmental volunteer programs; works with departments to determine volunteer needs.
- Attend library workshops or seminars to maintain current knowledge of new developments in the field of library science and related services, including technology, in line with City policies.

#### **Community Relations**

- Promotes library services to the community, which includes participating in various civic organizations, speaking to groups interested in what services are provided, and meeting with individuals.
- Represents the library at meetings with the City Council and other boards and/or committees. Promotes the City's interests in local, regional, state, and national libraries.
- 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 state and regional professional meetings; serves on professional councils and committees, etc.; participates in the work of professional and local cooperative library organizations.
- Serves as liaison to the Minuteman Library Network, Library Board of Trustees, the Medford Public Library Foundation, and the Friends of the Library; attends board meetings; works with the Friends and Foundation to supplement budget funding; works with the Friends and Foundation on targeted fundraising projects.
- Serves as library liaison to community groups and organizations; actively seeks collaborative projects and grant opportunities with community organizations and businesses; represents the library at community events as needed.
- Supervises library public relations; oversees PR planning; shares management of the library website and social media accounts with the assistance of the Mayor's office when directed.
- Oversees the annual calendar of adult programming; works with the Foundation, Friends of the Library and other grant sources on program funding; with the Program Librarian, seeks out programs, lectures, and events to draw targeted audiences to the library.
- Studies and plans the development of library services to target specific demographic groups; seeks input from the community on the direction and growth of library services; creates a responsive atmosphere for community interaction.
- Actively pursues collaborations with other community groups and City departments.

**Financial**

- Develops the department's operating and capital budget for presentation to the Trustees and the City, manages funds appropriately; responsible for budgets associated with grant awards and reporting of such funds.
- Responsible for overall fiscal management of the library. Manages the library finances, monitors current expenditures and revenue, forecasts future trends, and develops annual budgets and long-range financial plans.
- Works with the Medford Public Library Foundation and the Friends of the Library to supplement budget funding with targeted fundraising. Supervises the handling of gifts and donations; solicits donations and bequests when appropriate.
- Supervises business office; reviews and updates policies and procedures; works with the budget and procurement officers at city hall; approves purchase orders; with office support, manages accounts and expenditures. Communicates with vendors as necessary.
- Oversees inventory and supplies; works with the business office and departments to anticipate and budget for supply needs; works with the tech librarian to budget for technological equipment and updates.
- Analyzes markets and activities and anticipates project trends. Identifies and articulates key issues and contingencies to ensure stability of the library system.
- Responsible for the preparation and administration of department grants.
- Prepares the annual statistical and financial reports for the Board of Library Commissioners and administers state aid funds.
- Responsible for the selection and ordering of books and other library material in accordance with policies adopted by the Board of Trustees.

**Buildings and Grounds**

- Monitors the Library building and grounds to ensure proper maintenance and recommends improvements and repairs; maintains a clean and safe space for public and staff; handles building issues and emergencies.
- Oversee library physical assets, including physical plant and grounds; identify the need for and recommend needed preventive and response strategies to Trustees.
- Maintains a clean and attractive interior; encourages visually stimulating displays and exhibits; works with departments on space planning and display.
- Supervises interior space planning; reviews and updates shelving, furniture, and use of space; maintains a technologically friendly environment.
- Implements a schedule of maintenance and service for building and equipment with the custodian and Facilities Director; may oversee the cleaning service; budgets and plans for major cleaning projects and equipment purchase and repair.
- Coordinates snow removal and lawn maintenance with the custodian, vendors, and the DPW.

Performs other related job duties as required.

*The essential functions or 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.*

**MINIMUM EDUCATIONAL/EXPERIENCE REQUIREMENTS:** *Any equivalent combination of the below-listed education, training, certification, and experience is qualifying.*

- Master of Library and Information Science from an ALA accredited library college or university, and at least 5 years of progressively responsible library work, including 3 years of related experience in an administrative and supervisory capacity,

**Required License:**

- Massachusetts Board of Library Certification

**PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS**

*The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.*

- Works primarily indoors in an office setting.
- Sits or stands, with intermittent periods of stooping and walking. May be required to move objects such as files, boxes of paper, office supplies, and office equipment weighing up to 30 lbs.
- Applies motor skills to move objects, file, and sort documents, and use office equipment such as telephones, and computers.
- Must be able to read computer screens and multiple paper documents.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of relevant Massachusetts General Laws related to essential functions; principles and practices of professional library services and the organization and management of library operations as well as information technology practices and procedures in support of library and reference functions; administrative and supervisory practices and techniques including budgetary and personnel management practices as well as facilities management; government; fundraising principles and donor relations; federal and state legislation governing freedom of speech, freedom of information and copyright, as applied to library policies and practices.
- Skills in leadership, motivation, building relationships, customer service, and developing programs and services to meet the needs of the community; organization, planning and technology skills are required as well as a broad interest in written, audio, and visual materials for persons of all ages; communicating with the public, particularly in mediating conflict.
- Ability to multi-task and manage conflict; establish and maintain effective working relationships with library staff, other city departments, local officials, the Board of Library Trustees, Massachusetts Board of Library Commissioners, and patrons of the library; manage library operations, implement policies and programs, communicate effectively in writing and orally; meet deadlines; work independently; recall a broad range of literature for suggestions to patrons; grant development and implementation; fund-raising and fund management; direct the work of professional and non-professional staff; set goals, provide leadership, administer discipline; plan and organize at a management level; prepare and administer budgets; establish and maintain accurate and detailed record keeping; operate personal computer and standard office equipment; research, pursue, and administer federal, state, or other financial grants for operational or capital purposes.

**CONFIDENTIALITY:**

5.2 The employee has regular access to confidential records and information at the department level, requiring discretion in interactions, attention to detail in handling information and records, and responsibility for following security protocols.

**JUDGMENT AND COMPLEXITY:**

3.1 The work involves serving as a recognized authority in interpreting and applying guidelines such as executive, administrative, or organizational policies, general principles, regulations, legislation, and directives that pertain to specific functional areas. The employee develops policies and methods to implement such guidelines and requirements.

**NATURE AND PURPOSE OF CONTACTS:**

4.2 Contacts are with co-workers, the public, representatives of organizations, and groups and involve interactions with those who have conflicting opinions or objectives, diverse points of view or differences where achieving compromise is required to secure support, concurrence, or compliance.

**SUPERVISION RECEIVED:**

Works under the general direction of the Mayor, or designee.

1.2 Departmental: the employee works from policies, goals, and objectives, establishes short-range plans and objectives, and departmental performance standards, and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy is required or requested; exercises control in the development of departmental policies, goals, objectives, and budgets, and is expected to resolve matters for divisions/departments under their control.

**SUPERVISION EXERCISED:**

2.2 DEPARTMENTAL/DIVISIONAL: The employee is accountable for the direction objectives and programs accomplished through others; analyzes program objectives, determines the various departmental work operations needed to achieve them, estimates the financial and staff resources required, allocates available funds and staff, reports periodically on the achievement and status of objectives, and recommends new goals; formulates or recommends program goals and develops plans for achieving short and long-range objectives, and determines organizational structure, operating guidelines, and work operations.

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**ADDITIONAL NOTES:** Performs other work requested by the Trustees, Mayor, or Designee as required for the Library Director's position.

<b>Schedule:</b> Full-time (35 hours/week), nights and weekends may be required.			
Dept. Head:		Date:	
Approved By – Director of HR:	Director of HR	Date:	1/28/2026
Last Updated By:	Human Resources Office	Date:	1/28/2026
Union Approval		Date:	
Employee:		Date:	