TOWN OF BOURNE

Assistant Library Director

We have an opening for a full-time Assistant Library Director at the Bourne Library. We are seeking an Assistant Director that enjoys training and supervising staff and is capable of developing a diverse and extraordinary collection. The successful candidate will assist the Library Director and be able to utilize their creative ideas to merchandize materials and interact with patrons and community groups.

Qualifications and Education

Master’s Degree from an ALA accredited school of library science is required. A minimum of 3-5 years of administrative and supervisory experience in a public library setting is required as well.

Full/Part Time & Hours

Full time position (37.5 hours/week.) The mandatory summer schedule is M – F, switching to Tues - Sat during the school year.

Salary

Starting at $79,946 per year.

Salary Notes

This is a benefitted position with dental, health, PTO and retirement.

Closing Date

Until filled.

How to Apply

Please send a resume, cover letter and application form to bournehr@townofbourne.com. Link to application form and complete job description: Employment Opportunities | bournema (townofbourne.com)

Posting: June 29, 2022

Bourne is an affirmative action, equal opportunity employer.
Town of Bourne

Assistant Library Director
(Grade M6)

Statement of Duties
The Assistant Library Director is responsible for assisting the Library Director in the overall management and operation of the library. Responsibilities include training and supervising staff; collection development, including selection, weeding and merchandizing of materials, program development and publicity; interacting with patrons and community groups; and assisting in the daily operation of the library; all other work as assigned.

Supervision
Works with a high degree of independence under the general supervision of the Library Director. Performs varied and highly responsible functions requiring a thorough knowledge of library policies and practices and the exercise of independent judgment and initiative, particularly in situation not clearly defined by precedent or established routine. Independently solves problems through experience and judgment and cooperates as a team member with other library staff. This is a Fair Labor Standards Act (FLSA) exempt position.

Errors could result in delay and loss of service, damage of equipment, adverse public relations, and waste of public funds. The Assistant Library Director must maintain the confidentiality of patron records, as set forth in M.G.L. Ch 78, s7. In addition, the Assistant Library Director has access to sensitive computer files that have been generated by library administrative staff. It is imperative that the Assistant Library Director maintains this confidentiality.

Position is responsible for the direct supervision of library staff in the absence of the Director. Employee may be required to work outside of normal business hours, as necessary, to facilitate library programs and events.

Job Environment
Work is performed primarily in an indoor setting at the library, including public and shared office spaces. Performs work in a public library environment with numerous interruptions and with the understanding that such an environment requires judgment, tact, courtesy, and patience.

The position has frequent contact with patrons, other town department, other libraries, community groups and organizations, and state and county agencies. Contact is made via email, telephone, in person, and in writing. The purpose for contact is to provide services and information, promote events and activities, and coordinate and perform work.
Essential Duties
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

1. Attends workshops, conferences, local, regional and state meetings; reports on library activities and represents the library; creates and implements workshops for the public and staff; takes appropriate courses; keeps abreast of developments in the library profession.

2. Manages day to day operations of the library. Evaluates and provides recommendations for policy and procedural changes allowing for more effective use of the library resources. Oversees library operations in absence of Library Director.

3. Supervises the Circulation Department and the Technical Services Department. Motivates, instructs and trains staff to insure that operations and procedures are done effectively and provide the best customer service to patrons.

4. Working with library staff, actively participates in and oversees the library’s collection development program through selection, weeding and merchandizing. Makes recommendations for purchase of materials to insure that the library collection is complete and up-to-date.

5. Helps to create a culture which embraces and relishes change. In a proactive, creative, service-oriented manner, identifies, investigates, imagines, ruminates and reports on cutting edge future public library service and trends.


7. Evaluates accomplishments through the use of objective measurements.

8. Responsible for the cataloging and processing of all materials purchased for the library and input into the online catalog, including supervising other paraprofessional and temporary cataloging staff and volunteers.

9. Trains new personnel and volunteers for the circulation and technical services areas, including an explanation of the mission of the library in relation to their duties.

10. Provides excellent reference and backup circulation duties, as needed, in person, on the telephone, and by pursuing other innovative communication methods; Assists patrons with readers’ advisory services.

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11. Develops, plans, implements and manages programming for the library providing cultural, educational and recreational opportunities for the community.

12. Administers and oversees the Interlibrary Loan program, including training, recommending new methods for processing materials and making the final decisions regarding loans to patrons.

13. Investigates, writes and manages grants and other funding sources, to enhance department programs and offerings.

14. Has regular contact with town departments, CLAMS Network, vendors, consultants, library staff and the public requiring patience and tact.

15. Participates in and may lead library and network wide committees; attends staff meetings. Reviews and processes donated materials; sends acknowledgements to donors.

16. Any other duties required for the good of the department and the library.

Recommended Minimum Qualifications:

Physical and Mental Requirements:
Physically able to operate a variety of machinery and equipment including office equipment such as computers, calculators, copiers, facsimile machines, CD/DVD players, e-books and tablets. Able to push or pull a loaded book cart, which can weigh in excess of 100 pounds, on level floor and up ramp, to lift or maneuver onto cart loads up to 50 pounds, and to carry cartons of books or other material and equipment. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to re-shelve library materials and work at public service desks. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to type and record library files, open boxes and DVDs, cover books.

Education and Experience:
Master’s Degree from an ALA accredited school of library science is required. Minimum of three to five (3-5) years of increasing administrative and supervisory experience in a public library setting required. In exceptional instances, specialized education, training and/or experience may be substituted for part or all of the required elements.
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Licenses and certifications required:
Must have a valid Massachusetts driver’s license.

Knowledge, Skill and Ability:
Knowledge: Forward thinking, an in-depth knowledge of professional librarianship, a thorough knowledge of library techniques, services and resources. Knowledge of contemporary library issues and trends. Knowledge of management and budgetary skills, especially in a library setting.

Skill: Diagnostic and problem solving skills, planning and organizational skills, computer skills, and interpersonal skills.

Ability: Clearly and effectively communicate with others, maintain accurate records and prepare correspondence, maintain confidential information, and provide information and assistance to staff, community organizations, town officials and the public. Ability to work independently and prioritize tasks, ability to work effectively under time constraints, and strong desire and ability to provide excellent customer service to the public.

Schedule:
The work week is 37.5 hours. The schedule requires a five day work week, including evenings and Saturday hours, and is assigned in the best interest of the library. Employee may be required to work outside normal business hours, as necessary, to facilitate programs and events.

(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 requirements of the job change.)