



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Library Director
UNION: BPMA
LOCATION: Thayer Public Library
DATE AVAILABLE: ASAP
SALARY: M18 - \$70,956.40 - \$83,942.50

QUALIFICATIONS:

College Graduation with a Master's Degree in library science required; eight (8) years of professional experience in varied library work, including five (5) years of supervisory and administrative managerial experience or an equivalent combination of education and experience.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: September 21, 2011 – October 12, 2011

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

Date Approved: 7/14/11
Grade: M-18
Union: B.P.M.A.
Apptg. Authority:

LIBRARY DIRECTOR

NATURE OF WORK:

Department Head for the Town of Braintree in the managerial, administrative and supervisory work of directing the operation of the public library; related work as required. Acts as liaison to the Mayor's Office and other Town of Braintree departments; attends Department Head meetings. Acts as ambassador for library services to the Town. Participates in local, regional, and statewide library related organizations. Errors in administration could result in lower standards of library service.

SUPERVISION:

Under MGL Chapter 78 and Braintree Town Charter, works under the general direction of the Library Board of Trustees, which delegates the operation of the library to the Director. Exercises considerable judgment in making management and administrative decisions as to library operations, physical plant, personnel and public relations. Exercises supervision over entire library staff and custodians assigned to the library.

JOB ENVIRONMENT:

Little physical effort demanded in performing duties under typical library conditions.

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. Duties are not necessarily in order of importance or frequency of performance.)

In the general areas of Personnel, Budget, Technical, Collections, Communications/Outreach, and Physical Plant, performs professional library duties of a complex and responsible nature involving the management and administration of the library and development of library programs.

- Plans and manages the operation of the Town Library; delegates work as needed to professional and non professional staff; assigns personnel, schedules work, determines hours, recommends as to recruitment, promotion or dismissal of personnel; conducts staff orientation. Plans and conducts staff meetings. Participates in negotiations and impact bargaining with Braintree Library Staff Association.
- Develops and evaluates library policies, programs and procedures, and furnishes to trustees professional advice and recommendations for improvement and expansion.
- Promotes and publicizes library activities and maintains good public relations. Trouble shoots and addresses all public inquiries and concerns in regard to library matters.
- Utilizing professional expertise, best library practices, and community input, directs and delegates expenditures of library funds for the selection and purchase of library materials, supplies and equipment, and progressive programming expenditures.
- Develops Board agendas and prioritizes actions for approval with Trustee Chair and subcommittees; reports on library activities, recommends actions and attends Library Board of Trustee's meetings. Educates and keeps trustees current on library related matters.
- Develops and submits annual budget proposals to Mayor's Office; designs and provides reports; supervises preparation of payroll and maintenance of financial records including operating, capital, revolving, and discretionary funds; supervises maintenance of library buildings; plans for upgrades in technology and physical plant.

- Develops and implements the strategic planning process for the library. Provides outreach to town wide constituencies; acts as liaison and advocate for the library. Assists trustees in development and implementation of fundraising and awareness raising campaigns. Acts as liaison to Friends of Thayer Public Library, Old Colony Library Network, and Braintree Electric Light Department. Develops, plans, and implements programs and partnerships with other Town departments and external groups. Makes frequent contact with the public.
- Regular and predictable attendance.

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge: Thorough knowledge of the principles and practices of professional library work and of the organization and management of library operations. Knowledge of current technology, public budgeting practices, physical plant, fundraising, program development, strategic planning, public speaking, training, and outreach.

Skills: Management and supervisory skills required. Excellent communication skills, both orally and in writing.

Ability: Ability to direct the work of professional and non-professional personnel. Ability to work with a diverse population and numerous constituencies. Ability to meet and deal with people appropriately and effectively.

REQUIRED QUALIFICATIONS:

College Graduation with a Master's Degree in library science required; eight (8) years of professional experience in varied library work, including five (5) years of supervisory and administrative managerial experience or an equivalent combination of education and experience.