

Library Director — Williamsburg Libraries

The Williamsburg Board of Library Trustees seeks an energetic and innovative Director to manage all aspects of our town's Meekins Library (a *Library Journal* four-Star library) and the much smaller Haydenville Library, used only for meetings. The Director supervises a staff of seven full- and part-time employees, and oversees the town's elementary school library program, based at Meekins Library. The Director is directly accountable to the Trustees and works in close collaboration with them. The Director communicates and collaborates with a wide range of stakeholders, including town officials, staff, patrons, volunteers, school personnel, and the Friends of the Williamsburg Library. Meekins Library is a vibrant community center with exceptional levels of circulation, program attendance, and patron support. The small town of Williamsburg (pop. 2,500) is located in the culturally rich Five Colleges area of Western Massachusetts.

Please submit a cover letter and resume by April 15, 2019, to: Pat Billingsley, Chair, Williamsburg Board of Library Trustees, williamsburg.trustees@gmail.com

Qualifications: Bachelor's Degree, demonstrated leadership abilities, and four years' experience, preferably in a public library setting. Master's Degree in Library Science preferred. Candidates without an MLS or MLIS must obtain a Subprofessional Certificate of Librarianship from the Massachusetts Board of Library Commissioners upon appointment and complete the MBLC's special training in Basic Library Techniques within five years. Experience with Evergreen ILS and C/W MARS a plus.

Position Type: Full-time (35 hours/week) with benefits; includes some Saturday and evening hours

Salary Range: \$45,000-\$50,000, depending on qualifications

Position Summary:

Working under policies established with the elected Board of Library Trustees, the Director manages all aspects of the Williamsburg public libraries, including: policy and budget development and implementation; personnel administration; outreach and public programming; the elementary school library program; facilities management; collection development; assessment and potential implementation of emerging technologies; and cooperation and compliance with state and regional library requirements and regulations.

Responsibilities (including, but not limited to):

- Create and maintain a welcoming environment for all library constituents.
- Collaborate with the Board of Library Trustees on strategic planning and policy development, keep the Board informed on relevant issues and developments at the local, state, and national level, and collaborate in developing fundraising opportunities.
- Hire, train, and supervise library staff; screen, train, and supervise volunteers; and promote professional staff development.

- Develop and regularly review the library collection to meet community needs and interests; de-accession as appropriate.
- Keep current with the application of emerging technologies in libraries and implement as appropriate to expand and enhance library programs and services.
- Assist patrons in the selection of library materials, and provide additional reference, circulation, and inter-library loan assistance as needed.
- Secure confidential information maintained by the library and maintain clear privacy and confidentiality procedures.
- Create, execute, promote, and publicize library programs and activities, and work with various organizations and individuals to provide special programs.
- Ensure compliance with all Massachusetts Board of Library Commissioners (MBLC) and Central Western Massachusetts Automated Resource Sharing (C/W MARS) requirements and regulations, and prepare regular statistical and other reports for the Board of Library Trustees, the MBLC, the Town of Williamsburg, C/W MARS, and other agencies and groups as needed.
- Oversee the Williamsburg elementary school library program (K-6), based at Meekins Library. With the Children's Librarian, help to ensure that students become enthusiastic readers, skilled researchers, and ethical users of information, and learn to critically assess information and ideas.
- Supervise maintenance and repairs of the buildings and grounds, and manage projects related to facilities improvements and expansion.
- Seek grant opportunities, prepare applications, and manage all grants received.
- Work closely with the Friends of the Williamsburg Libraries, attending meetings, advising the group of library needs, and providing requested information.
- Serve as the libraries' liaison with town government and the community in general, and make presentations to groups and boards as required.
- Actively pursue professional development opportunities for self and staff. Attend both physical and virtual trainings and conferences.

Full job description available upon request.