

POSITION DESCRIPTION: DIRECTOR LYNNFIELD PUBLIC LIBRARY

POSITION OVERVIEW:

The Lynnfield Public Library is seeking a collaborative and engaging Director to lead the library in its rapidly changing role as Lynnfield's central community and cultural center. Our Library Director will spearhead the delivery of both traditional and emerging services for Lynnfield library patrons.

The Director plans, organizes and manages all aspects of the library in conformity with policies established by the Library Board of Trustees, a five-member elected board, along with other town policies, and with State, Federal and municipal laws and regulations. The ideal candidate will be a skilled communicator with patience and experience working with a vast demographic of individuals.

This position reports directly to the Library Board of Trustees and will fulfil the following job requirements:

Library Operations

- Responsible for all aspects of human resources associated with the library, including recruitment, interviewing, hiring, training, evaluating, disciplining, and firing; review personnel assignments and staffing levels; responsible for staff direction and productivity as well as evaluation and performance reviews.
- Provide leadership and guidance to the Library staff as well as staff development opportunities.
- Oversee maintenance of library building and grounds, making recommendations to the Board of Trustees and Department of Public Works for updates and repairs as needed.
- Research and manage integral building technology including: computer network services, Internet connectivity, Wi-Fi and access to remote services, catalog/database management and cybersecurity.
- Prepare, write, and manage grants and grant proposals along with the Fiscal Management of the library which includes;
 - Develop, manage, report and defend the annual operating and capital budgets in conjunction with the Library Board of Trustees and appropriate Town personnel.
 - Work closely with the Friends of the Lynnfield Library to identify priorities for the supplemental library funds provided by that organization.
 - Interface with the Lynnfield Public Library Foundation as they build their endowment and gain recognition within the community.

Community Outreach & Public Engagement

- Lead the Library in fostering community and support local culture in engaging ways that respond to the needs and aspirations of all patrons.
- Conduct presentations to various public and private organizations in the community.
- Inspire community members and organizations to support and participate in library activities and programming.
- Initiate and develop programming tailored to local community interests, needs and trends.
- Market Library programs, collections, and services through social media and print outlets.

New Library Construction Project

- Execute the vision outlined in the approved state construction grant application and the services and programs it will provide to the community.
- Expand community awareness and support for the building project and work with MBLC for support of Provisional Grant.
- Support the construction process to the town funding stage and advocate for the library in the community.
- Provide leadership and guidance to the Library Building Committee.

QUALIFICATIONS:

- Master's Degree in Library Science (MLS or MLIS) from an ALA-accredited institution and certification by the Massachusetts Board of Library Commissioners.
- Five (5) or more years of relevant experience including two years in a supervisory or leadership role.
- Thorough knowledge of Library administration, strategic planning, finance, technology, personnel administration, facility management, public relations and fundraising.
- Excellent oral and written communication and public speaking skills, with the ability to collaborate with all segments of the community.
- An empathetic listener and communicator with effective interpersonal skills.
- Experience working with a unionized workforce.
- Demonstrated leadership skills, organizational abilities, and a strong desire to lead a local Library to its next stage of development and transformation.
- A customer-oriented approach in serving patrons of all ages.

PREFERRED QUALIFICATIONS:

- Previous experience as a Library Director or Assistant Director.
- Successful results in building expansion/renovation and new construction, major projects, fundraising programs, grant writing, and community projects are highly desirable.
- Knowledge and experience with strategic long-range planning and all of its processes.

COMPENSATION:

Annual Salary \$92,000 - \$106,000 depending on experience. Town of Lynnfield offers a comprehensive benefits program.

The Town of Lynnfield is an Equal Employment/Affirmative Action employer.

TO APPLY:

For additional information visit www.bibliotemps.com or contact BiblioTemps Manager, Amanda Fauver at amanda@masslibsystem.org.

Submit cover letter and resume by May 21, 2022 to bibliotemps@masslibsystem.org
Subject: Lynnfield Library Director. All submissions will be handled in confidence.