Nahant Public Library
Library Director
Job Posting

The Town of Nahant seeks a creative and knowledgeable professional to serve as Director for its beloved town library. This full-time position will provide fiscal and operational management and innovative library services to the Town. Additionally, the Director will deliver support services to the Library Trustees in meeting their obligations regarding policy making, reporting, and budgeting. This job post and a complete job description can be found on the Library website’s About Us page at https://nahantlibrary.org.

The Town of Nahant is a seaside community located in Essex County and the North Shore of Boston, with a population of ca. 3,500. Created with a donation of books in 1819, the Library is housed in a building constructed in 1895 that is on the National Register of Historic Places.

Knowledge and Skills
This position requires the following:
   a) Experience hiring, managing, and evaluating staff
   b) Knowledge of the budgetary process and state requirements
   c) Proven ability to develop and maintain effective working partnerships with staff, the Board of Trustees, the Friends of the Library, and community partners
   d) Excellent public relations and communication skills, verbally and in writing
   e) Demonstrated ability in the use and management of library technology
   f) Knowledge of library best practices, trends, and innovations

Qualifications
A Master’s degree in Library Science from an ALA accredited library school is required. Three to five years of administrative experience in a public library setting is preferred.

Compensation and Job Specifics
   Starting Salary Range: $60,154-81,047 annually, dependent upon other combinations of training and/or experience commensurate with the position
   Job Specifics: full-time position with excellent benefit package

Submittal Requirements
All applications must contain a cover letter, resume, and three professional references. Review of materials will begin July 10, 2023 and will continue to be reviewed until the position is filled. Please email or mail to the address above. No telephone calls, please.
JOB DESCRIPTION
LIBRARY DIRECTOR
NAHANT PUBLIC LIBRARY, MA

Position Purpose:
Perform administrative, supervisory and professional work in planning, organizing, directing and managing all library services and activities; be responsible for the daily operations of the library; be responsible for the development and administration of financial resources for the development, management and enhancement of the library; be responsible for short and long range planning of library services, including building maintenance, personnel development, and responsive community programming; and develop and implement Library policies in conformance with best practices and the approval of the Library Board of Trustees. Perform all other related work as required.

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.)

- Recruit, hire, train and evaluate all library staff; insure staff provides excellent customer services to residents.
- Oversee the development and implementation of new programs and services responsive to the community’s needs; plan, benchmark, implement, evaluate, and continually improve library services.
- Develop and administer the annual budget; monitor expenditures, including payroll; prepare financial and statistical reports.
- Be responsible for the care and maintenance of the library building. Schedule building repairs with DPW or vendors. Obtain quotes from vendors. Prepare library’s capital requests. Monitor and service equipment as required.
- Initiate grant proposals to potential funders. Be responsible for grant administration; prepare grant statistics and reporting.
- Coordinate outreach with other library community agencies and work cooperatively with groups such as the Friends of the Library, the Board of Trustees, and area library directors. Actively participates on committees that are designed to improve, promote or add additional library services to the community.
- Fundraise in coordination with the Trustees and the Friends in support of the Library building.
- Provide written reports to the Town Administrator and/or the Board of Trustees as requested.
- Promote library services through the approved use of various social media.
- Assist patrons with reference queries.
- Participate in professional organizations and attend meetings.
- Approve all orders of books and other library materials.
- Prepare the annual State Aid reports including the Annual Report Information Statistics (ARIS) and the financial report.
- Working with the Board of Trustees, prepare policy documents that clearly articulate library policies for the residents of the community. Ensure that all policies and services meet the community’s needs and interests and comply with MA state standards for library accreditation.
- Ensure all collections are regularly inventoried and kept up-to-date within budgetary constraints.
- Perform similar or related work as required, directed or as situation dictates.

FLSA: Exempt

**Recommended Minimum Qualifications:**

**Education and Experience:**
Master’s Degree in Library Science from an accredited ALA program; minimum of five years of related work experience, including at least three years of supervisory library experience; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles, practices and ethics of professional library work; knowledge of facilities management and operations, as well as approved human resource practices involving the hiring and development of staff. Thorough knowledge of computerization and appropriate library applications. Working knowledge of state procurement laws and laws pertaining to governance of public libraries.

*Ability:* Ability to supervise staff and volunteers in an effective and supportive manner. Ability to establish and maintain working relationships with organizations, departments and officials. Ability to demonstrate leadership, independent judgment, initiative and decision-making. Ability to plan, implement, and evaluate effective library services, strategies, facilities and staffing. Ability to communicate effectively. Ability to operate standard office equipment.

*Skill:* Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and budgetary skills. Excellent interpersonal and problem-solving skills.

**Physical Requirements:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, books and other common library and office objects. Ability to view computer screens and work with details for extended periods of time. Ability to reach and bend, to stoop, kneel, crouch, or crawl and push/pull or lift objects up to 60 pounds.

**Supervision:**
*Supervision Scope:* Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of
the municipal library and in the development and delivery of library services to meet individual and community needs and interests.

*Supervision Received:* Work is performed under the direction of the Board of Trustees

*Supervision Given:* Provides supervision of library full time and part time employees, developing job direction, assigning tasks, giving instructions and monitoring performance.

**Job Environment:**

- Performs under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours. May require attendance at evening meetings and the employee is on call to respond to emergency situations.
- Operates computer, telephone, facsimile machine, copier, calculator and other standard office equipment.
- Has frequent contact with the general public, other library agencies, human service agencies, program presenters, Board of Trustees, town officials, vendors and state library agencies. Contacts are in person, by telephone, and by email.
- Has access to all department-related confidential information.
- Seeks to maintain a high level of accuracy, as errors could result in adverse public relations, reduction in the level of library service and have legal and/or financial repercussions for the town.

*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.*