



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

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Asst. Town Manager/HR Director

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Library Director

The Town of Sudbury is seeking an energetic, creative individual with excellent interpersonal, leadership, and technical skills in the role of Library Director to oversee approximately 35 part and full-time staff, a budget of \$1.3M, annual circulation numbers of over 400K, and robust programming for all ages. Located in Metrowest Boston, Sudbury has a population of 19K and highly rated schools.

The Director is appointed by and works under the general direction of the Town Manager and is responsible to the Board of Trustees for the Library's goals, finances and policies. The ideal candidate will be welcoming and approachable to people of all ages, demonstrating strong interpersonal skills. They will possess an ability to navigate complex situations tactfully and effectively. Attention to detail is essential, as is a collaborative mindset to foster teamwork and partnerships. The ideal candidate will have effective communication skills using various platforms and will be well-organized, flexible, reliable, and capable of adapting to challenges while maintaining a steady and dependable presence.

Responsibilities: create and continually review annual budget; direct all Library personnel; enhance/create new library services; manage the physical building; oversee the automation and telecommunications systems; work effectively with Town departments and Schools to plan and implement collaborative efforts; short and long range planning. This position also acts as clerk to the Board of Trustees and the Goodnow Library Foundation, representative to the Minuteman Library Network and the MBLC. The position is part of the Sudbury Supervisory Association, a collective bargaining unit. A full job description is available <http://sudbury.ma.us/departments/HR>.

Minimum Qualifications include: MLS from an ALA accredited institution, a minimum of 5 years professional experience including 2-3 years managing professional staff and programs, current knowledge of automated library systems and technologies including knowledge of or exposure to RFID systems, strong budgetary and financial management skills, excellent planning skills, grant-writing, strong communication skills, demonstrated commitment to customer service. A CORI background check will be required.

Starting salary range: \$108,890 to \$122,200 DOQ with full range to \$137,868. Letter of interest and resume may be sent to Town Manager via e-mail to TownManager@sudbury.ma.us on or before Thursday, May 1st at noon. AA/EOE

Town of Sudbury Library Director

Position Purpose:

The purpose of this position is to provide professional, administrative, and supervisory work in directing the activities and operations of the Goodnow Library and in overseeing all library services and resources; all other related work as required. The Library director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control and for developing and achieving the Library's goals and objectives.

Supervision:

Supervision Scope: Performs complex and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; works independently in formulating decisions regarding department policies, procedures, operations and plans.

Supervision Received: Works under the management direction of the Town Manager and the broad policy direction of the Board of Library Trustees. Has considerable latitude for independent judgment and action. The position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Supervises all department employees, oversees and directs the hiring process, develops job direction, assigns tasks and instructions, monitors personnel performance evaluation and counsels and disciplines staff consistent with town policies and procedures directly and through subordinates.

Job Environment:

Work is performed under typical library conditions; the noise level is quiet to moderate at most times. Library operating hours may require evening and weekend work.

Operates computer, telephone, standard office/library equipment, video projection system, and the Library's alarm system.

Has frequent contact with the general public, other town departments, vendors/service providers, local schools/educators, the Board of Library Trustees, community clubs/organizations, and other municipal/regional/state library personnel. Contacts require persuasiveness, resourcefulness, and discretion to influence the decisions and behavior of others.

Has access to all department-level confidential information, which requires the application of appropriate judgment, discretion and professional office protocols.

Errors in judgment or omissions could result in considerable confusion and delay, could have a continuing adverse effect on the library's ability to deliver services, could be costly to correct and cause significant adverse public relations.

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.)

Develops and prepares long-range planning for the library facility and the operational growth of the library, based upon established goals, related performance data and state regulations. Produces relevant data and reviews data supplied by the Minuteman Library Network and Massachusetts Board of Library Commissioners.

Plans and oversees the implementation of library services and operations including adult, reference, children's young adult, and technical services.

Oversees development and implementation of Library Volunteer program.

With division heads, develops, coordinates, and prioritizes annual and long-range goals and objectives for each division and for the department as a whole. Ensures coordination of operations among all of the library's departments. Assesses department and division performance and directs corrective action as required.

Directs all library personnel; directly evaluates the work performed by the Assistant Director, Division Heads, and Administrative Assistant. Delegates and oversees the evaluation of all other staff members to the Assistant Director and appropriate division heads; oversees and implements in-service training and orientation programs; encourages continued staff education and professional growth. Provides leadership in establishing effective working relationships and communication, ensuring high quality public services, encouraging creativity and initiative.

Oversees collection development. Selects and oversees acquisition and de-acquisition of print, non-print, and digital materials.

Prepares the annual library budget for submission to the Library Trustees and Town Manager. Supervises the cost effective and judicious expenditure of all appropriated town funds, endowed funds, trust funds, gift monies, state aid awards and grant monies. Pursues cooperative purchasing options with other Town Departments, Minuteman Library Network, regional libraries and state agencies.

Serves as Goodnow's voting representative on the Membership Committee of the Minuteman Library Network.

Pursues grant funding from state and federal sources, from foundations and corporate donors to promote, enhance and create new library services, programs and collections. Administers grant and foundation funds according to specified guidelines and files all indicated reports within specified time-frames.

Manages the physical building. Oversees all aspects of maintenance and preventive maintenance of the building, equipment within the Library, and grounds. Coordinates efforts with the Town's Building Department and DPW. Establishes agreements with service providers and vendors.

Directs the Library's community relations and public relations activities. Directs library's outreach activities. Publicizes the services available at the library and encourages their use through newspaper articles, web resources, speeches, displays, and special events. Serves as an advocate for the library when interacting with the public and town, regional and state officials and organizations.

Working with the Town Technology Administrator, the Minuteman Library Network staff, and the Goodnow's Assistant Director, oversees the automation and telecommunications systems and services of the Library.

Reports to Library Trustees on a regular basis. Serves as Clerk to the Board of Library Trustees; prepares agenda and supporting materials for Trustees meetings; takes minutes. Recommends policies to the Trustees and implements those approved.

Assists and encourages patrons in using the library resources. Provides direct service to users (mostly reference services).

Represents the Library to professional organizations, and local, regional and state agencies. Attends regional meetings and programs.

Works with other town departments, including the Sudbury school system, to plan and implement collaborative efforts.

Works with other libraries to plan and implement collaborative efforts.

Attends meetings of the Goodnow Library Trustees and the Goodnow Library Foundation Inc. Acts as an advisor to both organizations.

Keeps well informed of professional issues, practices, trends and attitudes through reading professional and managerial literature, attending programs and participating in network, regional and other professional activities.

Maintains regular attendance and punctuality at the workplace.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's in Library and Information Sciences; five years of administrative and supervisory experience in an automated public library; or any equivalent combination of education and experience.

Special Requirements:

Certification as a professional librarian by the Massachusetts Board of Library Commissioners.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of professional library principles, practices, and services. Considerable knowledge of library administration and management as applied to automation, personnel, collection development, planning, and budgeting. Knowledge of state, regional and local resources and services vital to library operations. Extensive knowledge of current library technology, its application. Knowledge of facility management, standard office procedures, practices, forms, and equipment.

Ability: Ability to analyze administrative problems and library needs, to evaluate library services, and to make recommendations for revisions. Ability to communicate effectively with all members of the public, including children, in a courteous and tactful manner. Ability to write and administer grants. Ability to direct the work of professionals and non-professionals. Ability to fairly and tactfully enforce library policies. Ability to understand, operate, and troubleshoot computer systems and associated related software. Ability to interpret community interests and needs.

Skill: Skill in all of the above listed tools and equipment. Good public speaking skills. Excellent customer service 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. Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects; stoops, kneels, crouches, replaces books on shelves, and reaches to high-level shelves. Operates a keyboard at an efficient speed. May lift and/or move objects weighing up to 10 pounds such as books, equipment, supplies, etc. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)