

CITY OF NORTH ADAMS, MASSACHUSETTS

Title: Librarian	Grade: S-23
Department: North Adams Public Library	FTE: 1.0
Reports to: Mayor	

POSITION SUMMARY

The library is a city department supervised by the mayor. The librarian is appointed by the mayor with recommendation from the library's board of trustees.

The librarian provides strategic and administrative leadership to the North Adams Public Library (NAPL) in order to serve the information, research, education, recreation, and cultural needs of the City of North Adams and its residents and visitors. Key responsibilities include long-range planning, operations and budget management, and staff leadership. The librarian must exercise independent judgement, maintain confidentiality, and be fair minded when dealing with colleagues and the public.

PRIMARY DUTIES

- Develops and implements long and short term goals and objectives for the library in collaboration with library trustees.
- Plans and implements all programs, services, and activities to support the youth and adult services departments.
- Supervises employees, volunteers, and maintenance staff, including recruitment, training assignment of duties, and performance evaluations.
- Plans, directs, and supervises budget preparation and administration; oversees payroll and accounts receivable; accounts for all incoming gifts and grants; and prepares weekly vouchers using the City's accounting software.
- Identifies and files for appropriate grants, administers funds, and assures compliance with all grant requirements.
- Proposes agenda items and prepares a monthly report for library trustees, and maintains minutes and records of all trustee meetings.
- Advises library trustees of any relevant regional, state, or national issues that may impact library service.
- Reviews and implements new technologies with support from the CWMARS technology team, and complies with all CWMARS requirements for operating systems and security.
- Manages collection maintenance and development to review materials and equipment acquired or de-accessioned by the library.
- Collects and analyzes circulation and visitation data and statistics to evaluate services.
- Files annual state reports including the ARIS and financial reports required for funding and certification and prepares an annual report for the City at the request of the mayor.
- Provides support and advice for the Friends of the Library, assisting in their fundraising and other activities.
- Promotes the library within the community.
- Maintains the library website and social media presence with input from reference and youth services.

MINIMUM COMPETENCIES

- Knowledge of principles, practices, and current trends in library science
- Knowledge of applicable local, state and federal regulations and policies governing libraries including Massachusetts open meeting, public records, and ethics laws.
- Ability to communicate effectively with local and state officials, colleagues and employees, volunteers, and the public.
- Leadership capacity, including the ability to manage and inspire staff, set priorities, and manage workload under pressure.
- Technology skills including a basic understanding of network configurations, common productivity software (e.g., Microsoft Office), and the ability to troubleshoot common technology problems.
- Ability to move materials up to 40 lbs., carry and shelve books, bend, sit, and stand for long periods at a time; use common tools and make minor repairs to books and objects in the library.

EXPERIENCE AND QUALIFICATIONS

- College graduate with a degree from an approved library school; experience in library work including supervisory experience; and a certificate of professional librarianship issued by the Massachusetts Board of Library Commissioners. It is understood that appointees must be fully qualified upon appointment.
- Minimum of two (2) years professional experience with financing, budgeting, facilities management, library automation, and personnel administration of which one (1) year should be in an administrative or supervisory capacity, preferably in a public library environment.
- Experience with Evergreen ILS and PC reservation software.

APPLICATION PROCESS

Review of applications will begin immediately. Interested candidates are invited to submit an application along with cover letter, resume, and references to:

Michelle Ells, Office of the Mayor
City Hall
10 Main Street, North Adams, MA 01247

or by email to mells@northadams-ma.gov

The City of North Adams, Massachusetts, is an affirmative action, equal opportunity employer.