



Job Title: Library Director

Department: Library

Hours: 39 hours per week, including evenings and weekends.

Salary: \$73,032 - \$80,000 annually plus benefits. This is a union position.

DEFINITION:

The Library Director works closely with the Library Board of Trustees to ensure that the City provides the best possible library services to the citizens of Revere. The successful candidate will lead the effort to create, implement and manage library programs which meet the needs and aspirations of City residents. The Library Director manages the library collections available for Revere residents and provides access to automated systems such as personal computers and the Internet.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type 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 logically assigned to the position.

- Provides daily supervision and oversight to office staff and scheduling of daily tasks
- Recruits, trains, schedules and manages Library staff
- Monitors local, state, and federal laws and regulations applicable to the library operation and takes action to ensure compliance as appropriate
- Creates, implements and manages all library programs and activities making changes based on attendance and participation
- Evaluates current programs and activities, makes changes and improvements as necessary
- Plans, performs and manages community outreach activities to ensure that the public is aware of library activities and offerings
- Creates, implements and manages library policies and procedures and ensures that staff and patrons adhere to them
- Applies problem solving skills to resolve customer complaints or feedback issues
- Ensures that patrons adhere to Library standards of public decorum
- Coordinates with staff and the Board of Trustees on the selection of Library materials
- Advises the board in library matters and keeps it informed of relevant issues and development at the regional, state, and national level
- Attends meetings on behalf of the City where matters relating to the Library are discussed
- Works collaboratively with other citizen-facing departments of the City government as well as local groups and organizations to meet the needs of Revere citizens

- Serves as the library's liaison with municipal government and the community in general
- Represents the City at public meetings, external conferences and events
- Prepares and manages the annual budget for the Library
- Submits applications for and manages grant programs for the Library
- Performs other related duties as required

SUPERVISION RECEIVED:

The incumbent works largely independently and receives general instruction and guidance from the Mayor and/or the Board of Trustees. This person should seek clarification for only the most complex or non-routine tasks.

QUALIFICATIONS:

- Master's degree in Library Science or Master's Degree in Library Information Science from an accredited institution required
- Revere residency strongly preferred
- Minimum of five (5) years of full time related experience ideally with a public library; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
- Minimum of three (3) years of supervisory experience required preferably within a municipal environment
- Must have demonstrated experience planning and executing community engagement activities
- Must have shown an ability to provide leadership to organizations that have served a multi-lingual community
- Experience with identifying, applying for and managing grant programs

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of current and best practices in the field of library management
- Knowledge of current and best practices and strategies for community outreach and engagement
- Knowledge of integrated Library Systems, such as Evergreen

Abilities:

- Demonstrated ability to deal effectively, tactfully, firmly, and appropriately with the public
- Ability to work well with diverse constituents
- Demonstrated ability to communicate effectively both verbally and in writing
- Ability to follow and provide written and verbal directions and instructions
- Ability to form effective working relationships within and outside the City
- Ability to multi task in a fast paced environment
- Ability to lead by example, manage and motivate both staff and volunteers

Skills:

- Skilled in using automated systems such as Google documents, email, Internet and the Microsoft Office suite of products
- Creative thinking, listening and problem solving skills

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours but will require some nights and weekends. Daily interaction with the general public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work sometimes involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. The successful candidate will be a visible presence in the library and the community.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, March 2, 2020 at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.