



**Position Opening  
Director  
David and Joyce Milne Public Library  
Williamstown, MA  
(October 2023)**

The Director is an innovative and collaborative leader with excellent communication, management, and relationship skills and proven ability to maintain focus and achieve desired outcomes. They will maintain and expand excellent connections with the community on behalf of the library and ensure consistently effective and fiscally responsible execution of all day-to-day services, programs, and operations for the David and Joyce Milne Public Library. Working under the direction of its Board of Trustees, the Director's areas of responsibility include:

- inspirational management and professional development of staff
- understanding and maintaining a strong sense of our community, and applying that knowledge to consistent and effective outreach
- energetic visioning, planning, and execution for short and long term needs, strategic directions, and sustainability, including facilities
- promoting and ensuring equity, diversity, and inclusion as fundamental values of the library
- effective oversight of collection, program, and service development
- advocacy for the library and its programs with town officials and constituents

The Director communicates and collaborates with the Board of Trustees, library staff, the Town Manager, a very active and engaged Friends of the Library, our community partners, the general public, and regional, state, and national library organizations and cooperatives.

Examples of Duties

- Directly supervises, mentors, and develops staff (currently 15 employees) to ensure excellent customer service, smooth operations, and responsiveness to community needs. Actively listens, engages, and promotes constructive and productive working relationships among staff. Offers effective, positive feedback to encourage staff growth

and addresses issues as they arise with a strong emphasis on resolution and improvement.

- Leads outreach to the community and other partners, ensuring visibility of the library and engagement with stakeholders including community groups, schools, and town officials.
- Advocates for the library and its services to the Williamstown community, including town officials.
- Collects information about and analyzes community needs, and plans improvements to library operations, staffing, facilities, information technology, and resources
- Consistently, consciously, and innovatively promotes principles of equity, diversity, and inclusion.
- Leads coordination of, with ultimate responsibility for, a broad range of public library functions including building and managing the collection and directing the provision of library services, assuring the library's continued responsiveness to the community's needs.
- Leads efforts to address current needs of the building, grounds, and equipment and works closely with the Board of Trustees and others to develop and implement long-term vision and strategy for physical facilities.
- Leads development of goals and objectives based on the library's strategic plan and other short and long range needs and desired improvements in library services.
- Prepares annual operating and capital improvement budgets for approval by the Board and for the consideration of fiscal authorities, administers appropriations approved by town meeting, and approves payroll.
- Serves ex officio on the Board of Trustees. Attends meetings, prepares monthly reports, presents proposals of need, participates in discussions, provides contextual information, and carries out policies approved by the Board.
- Works with the Town Manager and town departments to ensure coordination on all matters including budget, capital planning, and policies, and implements collaborative efforts, attends monthly town department heads' meetings, compiles an annual report, and apprises Board of Trustees of topics and issues relevant to the library's relationship with the town.

- Serves ex officio on Friends of the Library board, attends its meetings, supports its fundraising efforts, submits annual funding proposals for its consideration, and supports the daily operations of the donation center located in the library building.
- Maintains relationship with the Massachusetts Board of Library Commissioners, providing accurate financial and statistical information to ensure eligibility for state aid and certification. Collaborates and cooperates with other library organizations, including the state network for interlibrary loan. Participates in professional development and other activities of professional regional, state, and national library organizations.

The Library Director performs these and other duties in accordance with Chapter 78 of the Massachusetts General Laws.

### **Qualifications**

3 - 5 years of experience in administration or management in a library, non-profit, or other cultural institution, including supervisory experience, is required. A master's degree in library science from an ALA-accredited library school is highly preferred. The Board of Trustees, at its discretion, will consider an alternative combination of formal education and work experience. The ideal candidate will have experience with libraries or other cultural institutions, community relations, partnership development, training and development of staff, and long-term planning. The Director will be key to achieving the goals and objectives of the library's strategic plan (see [bit.ly/milnestrategic](https://bit.ly/milnestrategic)) and be a team leader who will serve as the face of the library.

### **Compensation**

The hiring salary range is \$70,000 - \$80,000 dependent on experience and qualifications, with an excellent fringe benefit package, including applicable relocation costs.

### **Further information and to apply**

For further information, contact [milnedirectorsearch@gmail.com](mailto:milnedirectorsearch@gmail.com). To apply, send a cover letter and resume to that same address. Applications will be reviewed until the position is filled. For optimal consideration, please submit by December 31, 2023.

**1095 Main St. Williamstown, MA 01267**  
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