

**JOB POSTING**  
**PEABODY INSTITUTE LIBRARY**  
**LIBRARY DIRECTOR**

**Job Title:** Library Director

**Pay:** DOQ \$82,500.00 - \$90,293.00 (maximum)

**Location:** Peabody Institute Library, Peabody, MA 01960

**Schedule:** Full-time, 40 hours per week; additional hours may be required

**Summary:**

The Board of Trustees of the Peabody Institute Library seeks a dynamic and creative candidate for the position of Library Director in accordance with Article VI of its By-Laws. Working under the direction of the Board, and under the general supervision of the Mayor or his/her designee, the Library Director will be responsible for the overall management and oversight of the Library including the below described essential functions and duties.

**Essential Duties and Responsibilities** (These duties are a general summary and not all inclusive, other duties may be assigned.):

- Plans, manages, and directs the operations, programs, services and personnel of the Library and oversees the care and maintenance of the Library buildings, equipment and systems.
- Attends Board meetings and reports on library activities and important issues; drafts and recommends policy to the Board; advises the Board on library matters and provides expertise and guidance to the Board on pertinent legislation from local, state and federal agencies.
- Prepares the annual budget; presents and defends budget requests before the Peabody City Council.
- Administers, oversees and controls the expenditures of funds within the constraints of approved budgets.
- Represents library with municipal government, outside agencies and community organizations to implement and promote library services; speaks before groups and boards as required.
- Facilitates Library Foundation initiatives and activities; attends Foundation meetings, provides expertise and guidance to Foundation Board members on pertinent issues and library matters.
- Plans for the implementation of the Library's Strategic Plan's goals and objectives.
- Oversees the utilization, repair and maintenance of the Library's physical plant in conjunction with designated City staff.
- Oversees and responsible for the security, preservation and maintenance of the Library's historic resources and artwork, including the Sutton Room collections, and remains abreast of trends and best practices for restoration, preservation and security.
- Directs the development and maintenance of a public library collections of books, periodicals and media; develops policies relative to the selection and purchase of all library materials.
- Selects, trains, supervises and evaluates employees and volunteers.
- Fosters awareness of trends in library technology, funding and management.
- Maintains membership in professional organizations; attends professional meetings and workshops, keeping apprised of developments in the field.
- Develops a schedule of library programs and services that are both progressive and inclusive.
- Develops and implements a public relations program.
- Performs other duties as prioritized.

**Qualifications:** (Full statement of qualifications available at the Human Resources Department.)

MLS from an ALA accredited program and MBLC certification. A minimum of 5+ years of progressively responsible professional public library experience, including at least 3 years in a supervisory capacity. Excellent oral and written communication skills; demonstrated ability to work effectively with others; leadership skills and a high degree of motivation, initiative and resourcefulness; ability to exercise independent judgment in decision-making; intellectual curiosity; competence in current and emerging library technology.

**Posting Date:** March 7, 2017

**Qualified candidates** please apply by 12:30 PM on Friday, April 7, 2017. Please apply by submitting a resume and cover letter to the Human Resources Department at City Hall, 24 Lowell Street, Peabody, MA 01960; via email to [ctrombley@peabody-ma.gov](mailto:ctrombley@peabody-ma.gov); or by fax 978-538-5982. The City of Peabody is an EOE.