



## Town of Stoneham Job Opportunity

**Position:** Library Director  
**Full Time:** 37.5 Hours per week  
**Salary:** \$69,500 - \$82,700 depending upon experience

### **Job Description/Duties:**

The Town of Stoneham seeks innovative, enthusiastic and qualified candidates for the position of Library Director. Under the direction of the six-member Library Board of Trustees, the Director will oversee the daily operations of the library including the management of a \$760,000+ budget, hiring and supervision of library staff, maintenance of the physical plant, public relations, and collection development. The Director is also responsible for short and long range goals and objectives for the library in accordance with recommendations from the Massachusetts Board of Library Commissioners. The Director provides leadership to a staff consisting of 7 full-time and 10 part-time employees, including three professional librarians, an Assistant Director, Reference and Youth Librarians.

Stoneham is a community situated 11 miles north of Boston directly off of I-93. With a population of approximately 22,000, it boasts three state of the art elementary schools and a new middle school which opened in the fall of 2015. Bordered on Spot Pond and home to the Stone Zoo, Middlesex Fells Reservation and Whip Hill, it also includes three golf courses and the Stoneham Arena. The Library was originally opened in 1904. An addition was added in 1931. An addition/renovation project was completed in 1984 and incorporated the original Carnegie Building while doubling the library's size.

### **Desired Minimum Skills and Abilities:**

- Experience with and knowledge of automated library systems.
- Knowledge of management principles and public library administration including organization, finance, personnel, public relations.
- Ability to supervise the cost effective and judicious expenditure of all appropriated town funds, trust funds, gifts, state aid awards and grant monies.
- Assume responsibility for daily management of the physical plant, grounds and furnishings.
- Ability to speak and write effectively, make oral and written presentations, represent the Library's interests before the Board of Selectmen, Finance and Advisory Board, Town Administrator, and Town Meeting.
- Ability to develop and maintain effective working relationships with subordinates, patrons, trustees, community organizations and Town officials.
- A strong working knowledge of computer programs including Word, Excel, Quicken, HTML, Wordpress, etc., and manage all aspects of technology related functions; investigate and recommend to the Board of Trustees technological enhancements to service programs and materials delivery.

- Proficiency in promoting, marketing, and publicizing library events, programs, collections, and services.
- Strong interpersonal skills.
- Ability to set priorities and work with frequent interruptions.
- Be comfortable with library computer system, PCs, copier, fax machine, various printers, scanner, sprinkler, HVAC, WiFi.
- Ability to supervise the Library's Collection Development Program, including the selection and withdrawal of books, magazines, audio-visual and electronic materials and equipment.
- Assume responsibility for the preservation of local history collections.
- Have a working knowledge of all library departments and ability to cover any department when necessary.
- Ability to lead the planning and ultimate execution of the Stoneham Public Library's Long Range Plan for the future of the library in terms of public service, daily functionality, and physical space.

**Qualifications:**

Candidates must have a Master's Degree in Library Science (MLS or MLIS) in a program accredited by the American Library Association and certification by the Massachusetts Board of Library Commissioners. A Certificate of Professional Librarianship issued by the MA Board of Library Commissioners is required. A minimum of five years public library experience including progressive levels of supervisory, management and fiscal responsibilities is required. Experience with grant writing is desirable.

**Pre-employment Requirements:**

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination which will include a drug screening.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Send a Cover Letter and Resume to:

Board of Trustees  
 Stoneham Public Library  
 431 Main Street, Stoneham, MA 02180

or email to: [stosearch@noblenet.org](mailto:stosearch@noblenet.org)

Closing Date: Open until filled.

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer.