

Library Director Job Profile

Mattapoissett Free Public Library



Mattapoissett Free
Public Library

mattapoissettlibrary.org



Welcome

The Town of Mattapoissett and the Library Board of Trustees are seeking a new director.

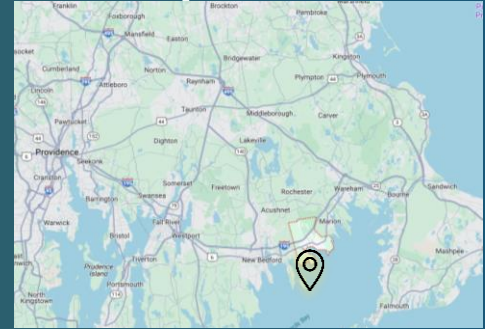
The Library Director will work under the direction of the trustees and in collaboration with the town to lead the library's operations and staff and manage its budget.

This is an opportunity for a creative and thoughtful library professional to join a community that truly values and supports its public library. The library, which sees a major uptick in activity over the summer when the town's population doubles, plays an integral role in supporting Mattapoissett as a primary community cultural hub.

Duties and Responsibilities

- Lead and be the face of the library with passion, creativity, and professionalism
- Coordinate the daily and ongoing management, training, and development of all library employees (3 full time and 11 part time) as well as a robust and dedicated group of community volunteers
- Plan and oversee the operation of the library
- Design, implement, and promote a wide range of library activities and programs
- Advise, consult, and confer with the Library Board of Trustees, other state and local officials, residents, and community groups regarding library services and operations
- Assist in preparing the library's strategic plan
- Serve as liaison to various stakeholders, such as the Mattapoissett Library Trust, the Friends of the Mattapoissett Library, the school department, and other civic and community organizations
- Serve with various library organizations such as SAILS Library Network
- Prepare annual reports to the Commonwealth of Massachusetts to ensure certification and the receipt of state aid
- Attend monthly Library Trustee meetings and prepare monthly director's report
- Prepare materials for annual Town Meeting, attend Town Meeting, and answer questions as necessary

Mattapoissett, MA



Incorporated in 1857 from the Town of Rochester, Mattapoissett (Population 6,500) is a historic and charming small community on the shores of Buzzards Bay.

With beautiful surroundings, access to natural and historic areas, and an easy drive to each of Boston, Providence, New Bedford, and Cape Cod, Mattapoissett strikes a balance for people who enjoy the smaller town while still being close to the city.



Photos: Peter Mello on Flickr

- Manage departmental functions, such as preparation of payroll and payables, as well as working with the town's human resources department on personnel and hiring
- Prepare grant applications and seek alternative funding as needed
- Manage building and grounds to ensure proper maintenance and improvements
- Perform other related job duties as required

Candidate Qualifications

- Master of Library Science or Master of Library Information Science preferred
- Three to five years of related experience serving in a library management position or as library director
- Experience using and integrating new and emerging technology
- Knowledge of public libraries preferred

We encourage applicants with any equivalent combination of education, training, certification, and experience.

Position Details

The position is full-time and requires in-person presence on-site. The anticipated starting salary range is \$80,000 to \$90,000, based on experience and qualifications. As a town employee, the Library Director will receive a full benefits package including competitive vacation, sick, personal, and other leave benefits, along with membership in Plymouth County Retirement Association pension system. In addition to core benefits, employees have the option to enroll in a variety of voluntary benefits, such as comprehensive health, dental, and vision insurance, as well as 457(b) retirement plans and life insurance.

Next steps

Submit cover letter and resume via email to the Collins Center for Public Management at: CollinsCenterRecruit@umb.edu and include in the subject line "Mattapoissett [Your last name]" or click below.

Review of resumes will begin March 3rd. Position will remain open until filled.



The Town of Mattapoissett is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.

Library info



Quick Facts (FY24):

- Holdings: 116,776 items
- Annual circulation : 119,631
- Library budget: \$616,815 (FY25)
- Library Employees: 4 full time and 11 part time
- Registered borrowers: 3,891
- Live events/programs: 282



Photos: Courtesy the Town of Mattapoissett and the Mattapoissett Public Library