

Town of Milford – Library Director

The Town of Milford is seeking an enthusiastic team player to lead its library into the future. The chosen candidate will administer the operations of the library in conformance with the mission statement and policies determined by the Board of Trustees and assume direct accountability for departmental results. This position consults Trustees for clarification, interpretation, or exception to library policy and makes recommendations to the Board for the establishment of new policies or changes to existing policies.

Essential Functions

- Establishes, maintains contacts, and works collaboratively with other municipal departments and with regional, state, and federal agencies and prepares reports to those agencies when necessary.
- Represents the library in inter-library and inter-agency affairs.
- Develops annual budget and assumes fiscal responsibility for departmental activity including building and grounds, equipment and manpower utilization.
- Initiates grant proposals and other fund-raising efforts.
- Establishes long and short-term goals, objectives and priorities.
- Analyzes output measures, creates reports and makes recommendations to the Trustees in all areas of the library, including but not limited to personnel, budget, community relations, collections, programs, and building and grounds.
- Leads the staff in developing and implementing programs and services that reflect the needs and interests of an increasingly diverse population.
- Promotes the library as an inclusive, welcoming community space for all residents.
- Recruits, interviews, selects, trains and supports staff with an emphasis on collaboration, accountability, and growth.
- Provides general leadership and direction to the staff. Plans and directs in-service training and coordinates staff meetings. Directly supervises all Department Heads and provides general supervision for all other staff. Develops tools to evaluate staff performance and coordinates the annual performance evaluation of staff members.
- Advises Board of Library Trustees on the impact of the collective bargaining agreement on the library budget and services.
- Coordinates selection of library materials and supervises regular evaluation and development of the library collection.
- Initiates new programs and services
- Develops solutions to technical and administrative problems.
- Coordinates library public relations efforts; speaks at public meetings.
- Attends annual and special town meetings representing the library.
- Stays acquainted with developments in the library field, and attends conferences, meetings, and participates in professional activities.

Required Qualifications, Education, and Experience

- Master's degree in Library Science from an American Library Association (A.L.A.) accredited program.
- Certification, or eligibility for certification, by the Massachusetts Board of Library Commissioners as a Professional Librarian.
- Minimum of three (3) years as a Library Director or Assistant Library Director.
- Supervisory experience in a public or academic library, including some budgetary responsibilities.
- Knowledge of Massachusetts municipal operations and library funding structures.

Preferred Qualifications:

- Spanish and/or Portuguese language proficiency is desirable.

Knowledge, Skills and Abilities

- Must have the following demonstrated qualities:
 - Leadership/familiarity with unions
 - Budget preparation
 - Excellent communication, organizational and interpersonal skills
- Knowledge of Outlook, Word, Excel and current library informational systems
- Proven ability to lead and motivate staff, manage budgets, and foster a team-oriented workplace.

This is a full-time salaried position that works 35 hours during a Monday through Friday workweek. However, this is a salaried position; therefore, the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required.

Full job description can be found [here](#).

Salary range for this position is \$89,900. to \$105,000. and the starting salary is negotiable based on qualifications and experience.

Please send resume and cover letter (including a valid email address) to MEBlibraryconsultant@gmail.com or mail to:

Mary E. Braney, Library Consultant
15 Pine Acres Road
Spencer, Massachusetts 01562

Resumes will be accepted until February 16, 2026.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodation required during the application process and/or at any time during employment.