



TOWN OF HOPKINTON JOB DESCRIPTION

Title: Library Services Director	Classification: Executive
Department: Library Services	Grade: 14
Reports to: Library Board of Trustees	FLSA Status: Exempt
Effective Date: 6/30/2021; Revised 4/2026, 9/2026	Union Status: Non-Represented

Summary

Appointed by and under the direction of the Library Board of Trustees, the Library Services Director provides strategic leadership and directs the administration and operation of the Town of Hopkinton Public Library. The Director is responsible for staff leadership and development, financial management, community engagement, policy implementation, long-range planning, and representation of the Library within Town government and the broader professional community.

The Director ensures compliance with all applicable laws, regulations, and policies, including those of the Library Board of Trustees, Massachusetts General Laws, Massachusetts Board of Library Commissioners (MBLC) regulations, and relevant Town bylaws.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provides strategic leadership and conducts long-range planning for Library services. Oversees the development, implementation, and evaluation of the Library's five-year strategic plans, in collaboration with the Board.

Enhances the Library's role in convening the community and providing equitable access. Represents the Library and promotes Library services within the community. Conducts and supervises group and individual outreach and publicity in this regard.

Acts as a strategic partner with Town government, representing the Library to Town boards and committees. Keeps the Town Manager appropriately informed regarding significant departmental operational and administrative matters and works collaboratively with Town administration and other departments on matters of municipal administration and Town-wide operations.

Manages Library operations. Develops and recommends policies in collaboration with the Board and implements Board-approved policies through documented procedures. Oversees collection and technology management, program development, service delivery, and library facilities.

Prepares department operating and capital budgets in collaboration with the Board and in accordance with established Town budget processes and parameters. Responsible for the overall fiscal management



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of the Library, including monitoring expenditures, preparing and administering grants, maintaining appropriate financial controls, and supervising procurement in accordance with Town requirements.

Manages Library staff including providing mentorship, training and development. Develops, implements, and maintains a clearly defined organizational structure. Supervises work schedule development and coverage planning. Handles personnel management functions in cooperation with Human Resources and Town administration, including hiring, discipline, leave administration, and other personnel matters in accordance with established Town policies and procedures.

Serves as the Town public library expert, maintaining knowledge of developments in the field and local, state, and federal regulations, through participation in and service to professional councils, committees, organizations, etc., and disseminating that knowledge to stakeholders, as appropriate.

Performs similar or related work as required, directed or as situation dictates.

Supervision Received and Exercised

Work is performed under the direction of the Library Board of Trustees, with considerable latitude for independent judgment and initiative in the administration and operation of the Library. The Director works collaboratively with the Town Manager and other Town departments on matters of municipal administration, policy implementation and Town-wide operations.

The Director provides overall leadership and supervision of Library staff and is responsible for establishing and maintaining an effective organizational and supervisory structure. The Director directly supervises designated staff and ensures appropriate supervision, role clarity, performance management, and accountability throughout the department.

The Director performs highly complex work which involves considerable responsibility, exercising independent judgment and initiative in planning and overseeing the administration of the Library and the development and delivery of Library services to meet individual and community needs.

Qualifications

Education and Experience

Master's Degree in Library Science from an ALA-accredited program and State Certification of Librarianship from the Massachusetts Board of Library Commissioners are required.

Seven or more years of experience in library administration with increasing responsibility, including personnel management, fiscal management, program development and oversight of library facilities.

Three or more years of experience in a supervisory capacity, including demonstrated leadership qualities and experience mentoring staff. Demonstrated commitment to ongoing professional development.

Demonstrated knowledge of the principles and practices of public library administration, including managing operations, budgeting, community engagement, personnel management and staff development, and long-range planning.



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Job Environment

- This is an on-site position based at the Library, with work at other Town facilities and off-site locations as required by the position.
- Regular interaction with the public, staff, volunteers, vendors, municipal officials, and community organizations.
- Occasional evening and weekend work is required to attend Board meetings, community events, programs, and professional activities.
- Occasional travel for conferences, trainings, meetings, and outreach activities may be required.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with ADA requirements.

The Director must be able to:

- Communicate effectively with a variety of audiences in person, virtually, by telephone, and in writing.
- Use computers and related technology to perform administrative, financial, and operational functions.
- Review and prepare written and electronic materials.
- Move throughout library and municipal facilities and travel locally to meetings and community events.

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.

Equal Opportunity/Americans with Disabilities Act Employer