



Medway Town Hall
155 Village Street
Medway, MA 02053
Telephone (508) 533-3264
Fax (508) 321-4988

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	LIBRARY DIRECTOR	Date:	07/25/2025
Department:	MEDWAY PUBLIC LIBRARY	Grade:	-
Reports To:	LIBRARY TRUSTEES	FLSA:	EXEMPT

POSITION PURPOSE:

The Library Director for the Medway Public Library is responsible for professional, administrative, and supervisory work in directing the programs and operations of the public library; all other related work as required. The Director will work under the general direction of the Trustees in collaboration with the Town Manager.

ESSENTIAL FUNCTIONS:

Leadership & Administration

- Act as the chief administrative officer of the library, responsible for overall administration, operations, and strategic direction.
- Implement policies set by the Board of Trustees and guide long-term planning and policy development.
- Prepare, manage, and defend the annual budget in collaboration with the Board and Town officials, with experience in both general and capital budgets.
- Demonstrate superior technology skills in OPAC software, as well as in the preparation of reports, including but not limited to budgets and programming.
- Exhibit excellent communication, organizational, and interpersonal skills.
- Work collaboratively with other Town Departments and the Town Manager as a member of the Town's Senior Management Team.

Community Engagement & Equity

- Foster strong partnerships with community organizations, local businesses, schools, and local government to expand the library's reach and relevance.
- Develop and implement programs and services that reflect the needs and interests of an increasingly diverse population.
- Promote the library as an inclusive, welcoming community space for all residents, regardless of age, background, or ability.



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Staff Development, Leadership & Growth

- Hire, supervise, and support library staff with an emphasis on collaboration, accountability, and growth.
- Promote a positive work culture that values equity, open communication, and professional development.
- Conduct regular evaluations and provide coaching to help staff meet individual and organizational goals.
- Provide thoughtful and consistent leadership to focus on building trust, inspiring growth, and fostering a culture of collaboration and creativity with library staff.
- Champion staff development, encouraging innovation, professional learning, and open communication.
- Build a strong, collaborative workplace rooted in respect, communication, and shared goals.
- Set clear expectations and lead with integrity and transparency.

Library Services & Innovation

- Oversee the development and delivery of high-quality library services, collections, and programming, meeting the needs of community members.
- Ensure that library resources are current, diverse, and accessible, both in print and digitally.
- Embrace emerging technologies and innovative service models to meet changing community needs.
- Manage access to patron records for the entire Minuteman Library Network. This requires the highest professional commitment to privacy and confidentiality.

Advocacy & Communication

- Act as the public face of the library in the community and advocate for the library's value with stakeholders.
- Prepare reports, press releases, and presentations that demonstrate the library's impact.
- Work closely with the Board of Trustees, Friends of the Library, and other town civic organizations to secure support, funding, and collaboration.
- Develop, research, and submit grant proposals.



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Qualifications

- A Master's Degree in Library and Information Science from an ALA-accredited institution.
- A minimum of 3–5 years of progressively responsible experience in library management or leadership, preferably in a public library setting.
- Demonstrated commitment to community engagement, cultural competency, and inclusive library practices.
- Proven ability to lead and motivate staff, manage budgets, and foster a team-oriented workplace.
- Excellent communication and interpersonal skills, with the ability to build relationships across diverse constituencies.
- Knowledge of Massachusetts municipal operations and library funding structures.

SUPERVISION:

The Library Director will work under the general direction of the Trustees in collaboration with the Town Manager.

Responsible for the direct supervision of all Library employees and volunteers.

PHYSICAL REQUIREMENTS:

The physical demands described here 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 essential functions. Minimal physical effort is required while performing the duties of this job. The employee is frequently required to stand, sit, walk, talk or hear, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms

WORK ENVIRONMENT:

The work environment typically involves a municipal library setting. The employee may occasionally be required to work beyond normal business hours to attend evening meetings or department-sponsored planned events.