

**Position Available: Library Director**  
**Griswold Memorial Library, Colrain, Massachusetts**

*Griswold Memorial Library seeks a community-oriented Library Director to lead our nationally recognized rural public library. This is a part-time position (28 hours/week) with flexible scheduling, competitive hourly wage and benefits.*

*We're looking for someone who brings both strong people skills and clear strategic thinking; a grounded leader who can manage the library's day-to-day operations while helping guide us through upcoming renovation planning, strategic planning, and community engagement efforts.*

*The next director will play a key role in shaping the library's evolving role in town life, building on recent momentum, including a 2024 IMLS National Medal and a feasibility study to assess improvements to our building and grounds. This job is for someone ready to listen deeply and lead with care.*

**Application Deadline: July 21, 2025**

**Start Date: September 1, 2025**

**Contact: Mikaela Whitaker, Library Trustee —**  
**griswoldmemorialtrustees@gmail.com**

**JOB DESCRIPTION - LIBRARY DIRECTOR**

**Position Purpose:**

The Library Director oversees all aspects of the Griswold Memorial Library's operations and services, ensuring they align with the mission, vision, and evolving needs of the Colrain community. This role includes professional, administrative, and supervisory responsibilities, from budget and staff management to strategic planning, public service delivery, and facility oversight. The Director works closely with the Board of Trustees, town officials, and local partners to ensure the library remains a vital and welcoming community resource.

**Supervision:**

*Supervision Scope:* Performs varied and highly responsible work requiring the exercise of significant leadership, independent judgment, and initiative in the planning, administration, and execution of the department's services to meet community needs

*Supervision Received:* Works under the general policy direction of the Board of Library Trustees and administrative direction of the Town Administrator, independently formulating decisions regarding policies, procedures, operations and department plans, and assuming responsibility for department results. Works according to established department and town policies and procedures, standards, special directives, instructions and intent. The position is subject to review and evaluation according to the Town's personnel policies.

*Supervision Given:* Has supervisory responsibility all library staff, including part-time and seasonal employees, and provides guidance to volunteers. Recommends hiring, provides daily directions to the staff, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

**Job Environment:**

Work is performed in a public library setting, subject to frequent interruptions and occasional evening and weekend hours. The work environment requires flexibility, customer service focus, and the ability to balance multiple responsibilities in a small-town setting. Must respond to emergencies or building-related issues as needed.

**Essential Duties and Responsibilities:**

**Library Management & Administration**

- Oversees daily operations, cultivating a welcoming, inclusive environment.
- Manages the library's budget and prepares reports for the Board of Trustees, Town Administrator/Select Board, MBLC, and other stakeholders.
- Supervises and trains staff and volunteers, promoting professional development.
- Ensures compliance with MBLC standards and certification requirements.
- Maintains administrative records and usage statistics.
- Attends all Trustee meetings, advises on policies, and implements board-approved initiatives.
- Monitors the library building and reports maintenance needs.
- Upholds patron privacy and equitable access.
- Provides direct service as needed (circulation, reference, tech help).

**Programs, Outreach & Community Engagement**

- Coordinates a diverse range of programs for all ages and interests.
- Maintains and promotes the library's digital and physical presence, including social media and newsletters (e.g., Wowbrary).
- Collaborates with Trustees, Friends, local/state officials, and community groups.
- Represents the library at town events and public meetings.
- Promotes civic engagement and community inclusion in all services.

**Collection Development & Technology**

- Manages acquisitions, weeding, cataloging, and inventory.
- Oversees circulation and patron support.
- Maintains library software systems and public tech access.
- Tracks and promotes new materials.
- Preserves and promotes local history and genealogy collections.
- Offers tech support and guidance to patrons and staff.

**Strategic Leadership & Development**

- Leads the library's strategic planning and public engagement.

- Participates in capital project planning.
- Seeks grants, donations, and alternative funding.
- Keeps current on library trends, technologies, and policies.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

Bachelor's Degree required; Master of Library and Information Science (MLIS) and at least 3–5 years of progressively responsible experience in library or public service roles, including at least 1 year in a supervisory capacity, preferred. Must hold a certificate of Subprofessional Librarianship issued by the MA Board of Library Commissioners upon appointment (or must obtain within six months) and complete the Four Basic Library Techniques courses within five years of appointment.

#### **Special Skills, Knowledge, or Abilities:**

*Knowledge:* Comprehensive technical and practical knowledge of materials, methods and techniques relative to the efficient delivery of public library services. Knowledge of the laws, rules, and regulations relating to building projects including design selection, contract bidding, awards and management. Through knowledge of library financing, budgeting, and administration.

*Ability:* Ability to plan, assign, and supervise the work of employees engaged in a variety of library functions. Ability to establish and maintain effective and harmonious working relationships with staff, town officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form, one-on-one and in small and large group settings. Ability to prepare budgets, financial reports and grants. Ability to work independently and collaboratively.

*Skill:* Proficiency in Microsoft Office Suite, library software systems and various other types of software and hardware required.

### **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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Spends the majority of the day standing and/or walking. Occasionally lifts and/or moves objects weighing up to 50 pounds such as books, equipment, supplies, etc. Must be able to access all levels of the library including basement level, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Communicates verbally and in writing.

### **Details:**

**Hours:** 28 Hours/Week, beginning September 1, 2025

**Compensation:** \$42,000 Gross Annual Salary

**Benefits:** This position comes with the standard benefits available to all Town employees, including paid vacation, sick and personal leave time, as well as access to the Town's group insurance program (health, dental, visual, life).

**Additional Information:**

This is a salaried, exempt position.

Attendance at evening meetings and occasional weekends is required.

Residency in Colrain is not required, but knowledge of or appreciation for rural communities is preferred.

A CORI check is required as a condition of employment.

*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 Town of Colrain and the library evolve.*

---

We welcome candidates from a wide range of backgrounds and lived experiences. If this opportunity excites you, we encourage you to apply.

**To Apply**

Please send a cover letter and resume via email to  
griswoldmemorialtrustees@gmail.com

Questions? Please email griswoldmemorialtrustees@gmail.com