

Position Description:

Business and Human Resources Director [Full-Time]

A leadership position; reporting to the executive director and serving on the leadership team; and contributing to overall organizational planning and policy development.

Stays abreast with current and emerging trends to provide leadership and coordination of MLS activities to provide highest quality services in assigned areas; as well as the highest quality management of internal operations.

Leads, manages, supervises, and develops staff: manages procurements; negotiates and manages contracts and vendor relations; plans and manages programming, communications, public relations; plans and manages budget in assigned areas, e.g., contracted services, meeting planning, online/virtual services, related technology, and staffing.

- Assigned areas include:
 - Finances
 - Human resources
 - Customer service
 - Programs:
 - BiblioTemps®
 - Cooperative purchasing
 - Physical delivery
 - Executive Board and Committee Relations/Communications
 - Corporate records management
 - Clerical front office and administrative tasks
 - Facilities management
 - Membership
 - Communications
 - Technology Management
 - Other areas as assigned

Supervision: Executive Director

Works with MLS staff, members, Executive Board and Committees, vendors/contractors, landlords, and representatives of partnering organizations.

Qualifications

Required Skills and Experience:

- Education: Relevant higher education degree, e.g., Business Administration, Public Administration, Master of Library Science degree from a library school accredited by the American Library Association or a Massachusetts certified Library Teacher; or, equivalent combination of experience and education.
- Five years of professional (post-graduate degree) work in related areas in business administration, public administration, and/or library or library service organization administration.
- Two years of successful experience managing finance and HR and related policies and protocols.

- Two years of successful experience supervising professionals (or equivalent).
- Demonstrated skills in providing positive leadership, motivation, team building and teamwork, and consensus building.
- Strong customer service philosophy.
- Competence in current and emerging business/public administration and management techniques.
- Ability to work collaboratively with MLS staff, members, and stakeholders.
- Effective communications to interact in speech, in writing, and virtually with MLS staff, library personnel, members, and stakeholders both individually and in groups.
- Ability to initiate, organize and work independently.

Desirable education/experience:

- Masters degree in business or public administration
- Masters degree in library/information science or Massachusetts Library teacher credentials
- Library or library service experience
- Leadership and/or experience in consortial and/or statewide services
- Experience managing library delivery, procurement, and/or human resources.
- Experience with grant management, requests for proposal, and knowledge management.

Position Responsibilities

Duties and responsibilities may include, but are not limited to:

- Financial management of MLS and related businesses, operations, grants, etc.
 - Administration of budget, accounting system, related records and reporting, and annual audits.
- Human resources management for MLS and temporary BiblioTemps staffing, e.g., compensation, benefits, and regulatory compliance.
- Program management for Delivery, BiblioTemps, and Cooperative Purchasing programs.
- Works with members to identify and prioritize needs for services.
- Supervise Member Services Department, accounting, HR, BiblioTemps, and program staff.
- Executive Board and subcommittee relations, communications, and record keeping
- Facilities management
- Maintain records and reporting for MLS contracts
- Works with stakeholders, e.g., members, executive board, committees, automated networks, vendors/contractors, Massachusetts Board of Library Commissioners, elected officials, library associations, etc.
- Represents MLS to partner organizations as assigned.
- Work closely with leadership team to ensure appropriate planning and staff crossover.
- Develop strategies and direction for service delivery/integration, continuing education, advisory services, communications, support, and promotion of MLS

- services and planning as part of MLS leadership team.
- Works with staff, partners, and vendors to ensure delivery of high-quality member services.
 - Acts in place of Executive Director in her/his absence as assigned.
 - Other duties as assigned.

Job Requirements

This position requires regular presence in both MLS offices, Marlborough and Whately. Incumbent may be based in either office.

Incumbent must be able to commute throughout the Commonwealth; may have the option of working from home, when compatible telecommunications is available, in consultation with the executive director.

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions. Light to moderate physical effort and stamina required for frequent travel and transport of work related materials and equipment to meeting and training sites. The successful candidate must be able to lift up to 50 pounds with or without reasonable accommodation.

Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts and provide the means of transportation to fulfill job duties throughout Massachusetts and attend relevant meetings.

Candidates must be eligible for permanent employment in the United States, and all appointments are subject to a criminal background check.

Compensation

Salary Range - \$64,000-\$90,000.

MLS staff members receive a benefits package that includes health insurance; dental insurance, life insurance and a defined contribution plan with TIAA-CREF. (MLS is a private, non-profit organization and does not belong to the State Employees' Retirement System.)

This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.

The Massachusetts Library System, Inc. is a state-funded not-for-profit corporation governed by its member libraries with offices in Marlborough & Whately, Massachusetts.

MLS is an equal opportunity employer.

Applications and Deadline

Applications received by February 28, 2015 will receive first consideration. We ask candidates to provide a letter of application, resume, and the names and contact information of three professional references. We will notify candidates prior to contacting references.

Send applications to: employment@masslibsystem.org

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