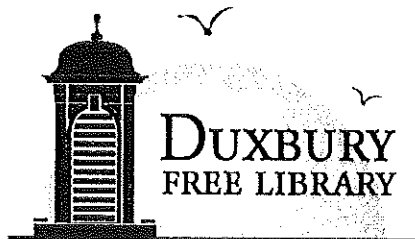


Telephone: (781) 934-2721
Fax: (781) 934-0663
<http://duxburyfreelibrary.org>



Elaine W. Winqvist
Library Director

TOWN CLERK
10 AUG 13 PM 12:31
DUXBURY, MASS.

Institution: Duxbury Free Library <<http://www.duxburyfreelibrary.org/>>

Job: Library Director

Duties/Description: Duxbury is a historical and cultural seaside community of over 14,000. The Library sits in an attractive campus-like setting in close proximity to the Duxbury Art Association, the South Shore Conservatory, the Duxbury Rural and Historical Society, and three of the town's four public schools. The Duxbury Free Library, comprising 40,000 square feet, serves an active community ranging from toddlers to seniors. In addition to housing a fine collection of books, periodicals, historical archives, and audio-visual materials, it provides rich programming for Duxbury and the entire South Shore. The Director oversees all aspects of the Library, with direct responsibility for finances, personnel, collections, public relations, facilities, computer systems, and all other equipment. In collaboration with the Library Board of Trustees, the Director develops and implements the five-year plan as well as policies and procedures. The Director also works with the Town Manager and other municipal officials, boards, and committees, and serves as the Library representative to regional, state, and national networks, library groups, and associations.

Qualifications: Must hold a BA or equivalent from an accredited institution and an MLS from a school accredited by the American Library Association. The ideal candidate will have a minimum of five years of progressively responsible administrative experience in a public library setting and will demonstrate creative and inspirational leadership of a dedicated staff including library professionals, full and part-time workers, and volunteers; excellence in budget and fiscal management; outstanding communication skills and experience in public relations and community outreach; proven expertise in management, organization, and planning; and extensive knowledge of the latest developments in library technology.

Salary: This position falls under the Personnel By-Law of the Town of Duxbury. Salary Range: \$ 60,000 to \$ 85,000; starting salary will depend on experience and qualifications.

Closing Date: 27 September 2010

Send: Please email cover letter, resume, and references to <Horne@town.duxbury.ma.us>