

Library Director

DEPT: Leisure Services	FLSA: Exempt
DIV: Library	EEOC: Officials/Admin
DATE: July 2016	



POSITION SUMMARY

Performs a variety of **professional and administrative** duties in planning, implementing and directing city public library services. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction from the Library Board and Assistant City Administrator or Mayor.

SUPERVISION EXERCISED

Provides general guidance and direction to full time and part-time library staff.

ESSENTIAL FUNCTIONS

Supervises department personnel; hires and trains employees; assigns and monitors work; evaluates performance; disciplines employees as necessary; directs human resource development within the library system; develops in house training to elevate staff efficiency and productivity; counsels and guides staff to promote professional growth.

Administers city and board policies; makes policy recommendations and provides technical advice to the library board; provides staff support and information to city and board; attends library board meetings and keeps accurate record of minutes; prepares various reports apprising board members of current progress; conducts surveys to assess future needs of the community related to library services and interests.

Prepares department budget for city approval; monitors and approves expenditures as directed by the Library Board; administers gifts and federal moneys; plans, organizes and coordinates annual fund raising events; prepares grant applications, manages relationships with funding agencies.

Directs the selection of all books and other materials selected for purchase; directs the cataloging for all library collections; manages and maintains complete and accurate inventory of library materials, supplies and equipment; oversees and manages web and social media presence, including Facebook, Website and Pinterest; reviews and orders E-books, audio materials, etc.

Coordinates public relations and publicity; provides information related to library activities, facilities, services and policies; works with elected officials, school officials and civic organizations to develop programs and resolve problems; makes presentations to civic groups.

Administers interlibrary loan system; accepts requests for materials, interprets loan codes; provides general and technical information.

Administers maintenance of library facilities and equipment; works with custodian, architects and planners on facility development and maintenance.

Cooperates and coordinates with library staff in the determination and analysis of programs targeted for evaluation; monitors public interest in various programs to determine appropriate staffing levels; assesses full time staff capabilities in providing service or program and determines the level of supplemental, volunteer staff needed to meet public demand.

Works with the Utah State Library to keep library up-to-date and in compliance with state laws. Participates in library conferences, locally and nationally.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a master's degree in Library Science or Public Administration,

AND

B. Eight (8) years of library experience, two (2) years of which must have been in an administrative position;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of theories, principles and objectives of library service; management concepts and methods related to team building, empowerment and participative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.; principles of negotiation and problem solving. **Considerable knowledge of** computer technologies affecting the future of library operations and services, i.e. library automation software, Symphony Workflows, Envision Ware, etc.

Skill in the art of diplomacy, communications and creative problem solving.

Ability to direct the work of others; establishes and maintains effective working relationships with employees, other agencies and the public; communicates effectively, verbally and in writing; implements cooperative problem-solving processes; anticipates changing needs for services and facilities; operates personal computer and various software applications for word processing, collection management, library automation systems (SirsiDynix) and spread sheet information; accesses e-mail and effectively functions in a computerized communications environment.

3. Special Qualifications:

Must be a certified Librarian (administration, collection development, cataloging, referencing).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)