

## **LIBRARY DIRECTOR**

### **Position Summary**

Under the mayor's supervision and the Library Board's direction, an individual in this position is responsible for the planning, organization, development, staffing, budget, and administration of all library services, personnel, operations, and programs. The principal duties of the position are performed in a general office and library environment.

### **Primary Responsibilities**

- Budget preparation, reports, policy and procedural matters, and oversight of all personnel matters within the library, as well as mentor staff members
- Oversight for determining, obtaining approval, and implementing the strategic plan for the direction and focus of Library services for the City, including the development of appropriate policies and procedures
- Maintain active membership with appropriate regional, state, or national library organizations
- Direct staff in the supervision of operations and functions within the library, per established policies and procedures
- Maintain records and ensure accurate preparation and submission of all required reports and grants
- Maintain knowledge of changing library trends, issues, and technology, as well as economic and demographic problems that may affect library services and programs
- Develop and maintain a positive and productive relationship with the Library Board
- Oversight of library activities, programs, displays, exhibits, and services based on community needs and interests
- Determine measurements and evaluations of library services and programs for the City.
- Ensure that staff provide an exceptional level of customer service
- Oversee the acquisition, processing, cataloging, and filing of all library materials and resources
- Perform all work duties and activities in accordance with City policies, procedures, and safety practices
- Perform other related duties as required

### **Specialized Knowledge**

- Knowledge of professional library principles, practices, functions, methods, and administration
- Knowledge of reader interest levels, book, authors, and reference sources
- Knowledge of automated library circulation systems and online databases
- Knowledge of print, non-print, digital, and online information sources available from a wide variety of sources
- Management and supervisory principles, methods, and techniques;
- Principles, methods, practices, and objectives of library administration;
- Municipal and library district budget development and administration;
- Library information technology, telecommunications technology, computer, and automation systems;
- City and State library law;

- Knowledge of changing technology and its relevance to library patrons;
- Ability to utilize computer software to develop graphic designs in support of Library programming and activities;

**Experience, Skills, and Qualifications**

- Bachelor's Degree required and a minimum of ten years of experience in library administration **OR** any equivalent combination of experience and training which provides the knowledge and ability to perform the work
- Ability to establish and maintain effective working relationships with volunteers, staff, other City departments, the general public, civic and community groups, and other interested and affected parties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and constant interruptions;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Operate library equipment such as microform readers and printers, laminators, copiers, repair equipment and tools, and other specialized library equipment;
- Communicate effectively orally and in writing with the public, the news media, and other employees.

**Essential Physical Abilities**

Sufficient clarity of speech, hearing, manual dexterity, physical reflexes, and personal mobility and stamina, with or without reasonable accommodation, which permits the employee to:

- discern verbal instructions and communicate with other employees and the public via telephone and in person
- operate standard office equipment, computer equipment, and other specialized library equipment;
- Sit at a computer for long periods, lift 20 pounds, maneuver heavy book carts, and work in a library environment.

Sufficient visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work instructions and read, sort, and catalog various books, written documents, and materials.