

JOB TITLE: LIBRARY DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator and in accordance with City Code.

JOB SUMMARY: Subject to policy determination of Library Board and interpretation by City Administrator, plans, organizes, directs and controls the activities of the library. Supervises professional and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative: Represents Seward Memorial Library at regional and state functions and at community meetings; guides development and implementation of long range plan, goals and objectives; represents City Administrator at Library Board meetings; prepares monthly and annual reports for the Library Board and City, and Nebraska Library Commission; reviews and enforces policies of Library Board and City; recommends changes; maintains statistical records for circulation, attendance, collection development, etc.; prepares budget request and manages budget, creates monthly budget reports; publicizes library activities, presents programs for community groups; creates and implements technology plan, administers e-rate funding program; requests grant funding for special projects (from Seward Foundation; Nebraska Library Commission, and others); handles patron complaints; acts as liaison to Friends of Seward Library and as an ex-officio member of the Seward Library Foundation.

Collection Development: Evaluates reviews of new materials (catalog reviews, professional journals, etc.); selects titles to be ordered; weeds collection.

Technical/Computing Services: Maintains basic computer operations, plans for new technology needs; troubleshoots computer problems; works with technical support people; installs new computer programs; receives and responds to e-mail from patrons and staff members.

Circulation: starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); collects fines

Public Services: offers reader's advisory services; offers patron assistance in-house and over the phone; assists public with computers; oversees library security measures and patron conduct; offers reference assistance using print and electronic resources; participates in special projects, schedules meeting room use.

Personnel/Training: Supervises all staff; creates personal targets for performance evaluation as per City policy, works with staff in creating performance targets; attends City staff meetings and training sessions as required; reviews staff time sheets, tracks leave hours, etc.; recommends personnel changes and additions, reviews job description for accuracy; plans staff meetings and in-house training sessions, provides orientation for new employees; attends workshops and classes to achieve and maintain state certification; advances library techniques through professional reading and educational activities.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Collection Development: Classifies and catalogs titles if necessary.

Public Services: calls patrons for holds, overdue notices, other messages; creates and implements programs for children, young adults and adults.

Miscellaneous: duties of Library Clerk and Library Assistant I and II and Assistant Library Director not listed here; other duties as assigned.

SKILLS AND ABILITIES:

Physical Requirements: ability to lift up to 40 lbs.; ability to use step stools, to stoop or kneel; ability to use phone and computers, microfilm reader, cash register, calculator, etc

Skills: ability to work well with public; ability to supervise and lead other staff members when necessary; ability to learn, to follow directions, to work with or without supervision; ability to keyboard accurately at 50 wpm; three to four years of experience with various computer programs and functions

Knowledge: thorough familiarity with standard library practices, and organization reference tools

Availability: ability to work weekend and/or evening hours regularly; ability to substitute for others when possible

EXPERIENCE AND TRAINING: Graduation from College with Bachelor's degree in library science or a related field AND two years library work experience at Assistant Director level or any equivalent combination of training and experience.

(Updated September 2009)