



Job Title: Library Director
Department: Library
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 5/3/2022 (Council Approval)

Accountability

Under the direction of the City Administrator.

Job Summary

Subject to policy determination of the Library Board and interpretation by the City Administrator, plans, directs, manages, supervises, organizes and oversees the activities and operations of the Seward Memorial Library.

Essential Job Functions

Administrative: Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors staffing, service and resource allocation; identifies opportunities for improvement; plans, directs, and coordinates the department's long-range plan, goals and objectives; represents Seward Memorial Library at regional and state functions and at community meetings; represents City Administrator at Library Board meetings; prepares monthly and annual reports for the Library Board, City Council, and Nebraska Library Commission; reviews and enforces policies of Library Board and City and recommends changes; maintains statistical records for circulation, attendance, collection development, etc.; manages and participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; creates monthly budget reports; publicizes library activities, presents programs for community groups; 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 and orders them online; weeds collection.

Technical/Computing Services: Creates and implements technology plan; administers e-rate funding program, when applicable; maintains basic computer operations, plans for new technology needs; troubleshoots computer problems; works with IT support; installs new computer programs.

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, electronically and over the phone; assists public with computers; oversees library security measures and patron conduct; offers reference and genealogy assistance using print and electronic resources; participates in special projects; schedules meeting room use.

Personnel/Training: Interviews, selects, trains, motivates, mentors, coaches, and evaluates department personnel; works with staff in creating performance targets; creates staff work schedules and reviews payroll software entries/requests; recommends personnel discipline as needed; 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

Classifies and catalogs collection titles as needed; may assist in contacting patrons for holds, overdue notices and other messages as needed; creates and implements programs for children, young adults, adults in coordination with or in absence of Library Assistant I; leads book groups; may perform other duties of Library Clerk, Library Assistant I/II and Assistant Library Director in coordination with or in absence of.

Knowledge, Abilities and Skills

Knowledge of the principles, practices and techniques of standard library practices and reference tools; high degree of organizational skills to effectively administer all department activities and personnel; knowledge of City purchasing procedures and policies; ability to forecast, develop and manage an annual departmental budget; ability to lift up to 40 lbs.; ability to climb up onto and down from step stools and/or ladders and to work in a stooped, kneeled or crouched position for an extended period of time; ability to use phone and computers, microfilm reader, cash register, calculator,

and other related machines in order to complete necessary tasks; ability to work weekend and/or evening hours regularly; ability to substitute for others when possible; ability to attend meetings and/or conferences in town or out of town; ability to schedule activities and meetings; ability to establish and maintain effective working relationships with city officials, other governmental agencies, employees, and the general public; ability to plan, schedule, instruct and supervise work of employees; ability to learn, to follow directions, to achieve objectives independently and creatively; ability to keyboard accurately at 50 wpm;

Education and Experience

Bachelor's degree in Library Science or a related field of study from an accredited four-year college or university. Two (2) years of library work at an Assistant Director level or equivalent; three (3) to four (4) years of experience with various computer programs and functions are preferred; or any equivalent combination of experience and training deemed to be sufficient for the position.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*