

**POSITION DESCRIPTION
CITY OF REDWOOD FALLS**

POSITION INFORMATION:

TITLE:	Library Director
SUPERVISOR:	City Administrator
DEPARTMENT:	Library
LOCATION:	Redwood Falls Public Library
DATE:	July, 2020

SUMMARY OF POSITION:

This is a very responsible administrative library position involving the direction of the Redwood Falls Public Library. Work involves administrative and technical functions in providing library services and programs to the public in accordance with established standards and procedures. Work includes supervising and participating in circulation, reference and library activities. The City Council and Library Commission establish policy guidelines. Responsible for Library Commission policy development and long-range library planning. Responsible for establishing and maintaining effective practices and procedures, public relations, budgeting and library personnel.

STATEMENT OF TASKS:

Library Standards

1. Demonstrates initiative, collaboration, leadership and humor.
2. Demonstrates ability to focus on details.
3. Actively cooperates and works effectively with others, promotes teamwork, shares information, and works to resolve conflicts as appropriate.
4. Adheres to Library policies, procedures, and standards, conforming standards of professional behavior.
5. Demonstrates ability to organize work and carry through established procedures, and performs duties in a courteous and friendly manner.
6. Establishes and maintains a positive and welcoming atmosphere at the Library.
7. Establishes and maintains a friendly customer service focus.

Personnel

1. Makes hiring recommendations, trains and evaluates staff annually.
2. Supervises management of library staff and provides opportunities for their participation in some decision making.
3. Verifies and approves bi-weekly time sheets.
4. Keeps staff informed through regular and timely communications and staff meetings.
5. Promotes safe work practices.
6. Conducts orientation for all new employees.

Library Commission Policy and Planning

1. Provides leadership to the Library Commission and coordinates Library Commission meetings, including setting the agenda.
2. Interprets and implements policies that are recommended by the Library Commission for approval by the City Council.

3. Works with the Library Commission on creation and implementation of a long range plan.
4. Assists the Library Commission in setting and evaluating the Library's effectiveness in meeting goals and objectives.
5. Submits recommendations on Library policies, services and budget to the Library Commission and City Council.
6. Compiles and submits reports to the Library Commission, City Administrator and City Council.

Financial

1. Submits a yearly budget to the City Administrator and City Council for approval.
2. Manages expenditures to adhere with the approved budget.
3. Prepares bills for payment.
4. Develops and manages an efficient and cost effective staffing schedule.
5. Negotiates efficient and cost effective buying procedures.

Public Relations

1. Participates in activities of professional and community organizations.
2. Supervises public relations and marketing activities; writes and/or approves news releases, Library flyers, publications, etc.
3. Monitors and/or oversees all program efforts.
4. Speaks on Library services to community organizations.
5. Collaborates with the regional library system and state library.
6. Develops and implements collaborative working relationships and creative programming with area organizations, religious associations, schools, community and business groups and other entities as appropriate.
7. Acknowledges gifts and donations in a timely manner, generating and maintaining appropriate records.
8. Serves as a liaison with the Friends of the Library and the Redwood Area Library Foundation.

Materials Selection, Collection Development and Technology

1. Coordinates collection development through timely materials selection and ordering, regular weeding, and replacement program.
2. Develops and implements strategies to increase circulation.
3. Reads professional journals, publisher's catalogs, etc. in a timely manner.
4. Oversees purchases and leased items.
5. Approves donations to be added to the collection.
6. Oversees selection of memorial and gift purchases.
7. Presents recommended technology upgrades.
8. Interacts with vendors and sales people.

Building, Grounds and Administration

1. Interprets and implements policies approved by the Library Commission and City Council.
2. Supervises repair, service and maintenance of equipment, building and grounds.
3. Supervises inventory of resources, furniture and equipment.
4. Evaluates and selects Library equipment and furniture.
5. Initiates and coordinates grant writing efforts when opportunities arise.
6. Attends professional meetings, workshops and conferences.
7. Attends City staff meetings.
8. Maintains file of all Library Commission meeting minutes and adopted policies.

9. Maintains historical materials related to Library and Library Commission meetings.
10. Develops and conducts orientation for all new Library Commission members.
11. Performs other work as required.

REQUIREMENTS:

Masters of Library Science degree preferred or B.A./B.S in Library Science or related field with 3-5 years of supervisory experience required. Strong customer service background required. Appropriate experience using an automated library system. Skills in electronic and on-line searching and the internet required. Ability to read computer screens and interpret data either to library patrons or to staff. Considerable knowledge of reader interest levels and a wide variety of books and authors. Digital dexterity (using computer keyboard, Fax machine, copier, etc). Ability to plan, prepare and administer a budget. Ability to maintain accurate records and prepare clear, detailed reports. Ability to train and supervise others. Ability to establish and maintain effective working relationships with other city agencies, co-workers, and the general public.

While performing the duties of this job, employee is frequently required to sit, talk and hear, use of hands and fingers to handle or feel objects, or controls and to reach with hands and arms. Ability to stand, walk, walk up and down stairs, reach, grasp, kneel, squat and bend. The employee must be able to lift and/or move/push varying amounts of weight to 35 lbs., depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be capable of comprehending and receiving and giving instructions through verbal and written means.

After conditional offer of employment, candidate is required to have an acceptable background check prior to hire.