

PUBLIC LIBRARY
LIBRARY DIRECTOR
JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Subject to administrative direction; plans, organizes, directs, and controls the activities of the library.

SUPERVISION RECEIVED: Works under the general supervision of the Library Board, who reviews work for conformance with policy. Also, is accountable to the city administration, Mayor, and City Council.

SUPERVISION EXERCISED: Exercises supervision over professional, clerical, and cleaning staff.

EXAMPLES OF PRINCIPAL DUTIES:

1. Performs the planning, organizing, and management of the services of the library system, including programming and inventory.
2. Establishes goals and measures accomplishments against recognized standards.
3. Advises, consults and confers with the Library Board, other libraries, academics, officials, citizens, and community groups.
4. Investigates new library techniques.
5. Supervises library procedures, policies, and public information and reference service methods used.
6. Orders supplies.
7. Selects all materials to be purchased.
8. Reviews all material stock for replacement, repair, and discard, including weeding.
9. Participates in selection and orientation of new personnel.
10. Supervises maintenance of the library building and the library landscape.
11. Maintains public relations and promotion of library services.
12. Supervises all computer hardware, all software programs and services.
13. Able to fill at other City Departments if needed.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, AND ABILITY: A knowledge of the principles and practices of modern librarianship and of public library administration; ability to analyze and develop plans, direct and coordinate a staff of professional and clerical employees; administrative ability; ability to relate library services to the needs of the community; ability to prepare written and oral reports of library plans and services; skill in public speaking and public relations; ability to work the Nebraska Library Commission and other resources in obtaining grants for the library; ability to analyze and use a variety of technologies; ability to perform moderate lifting tasks such as moving multiple books or scooping snow; ability to perform routine cleaning duties to assist with library maintenance; attend various meetings, including City Council, Library Board, Library Foundation.

EXPERIENCE AND TRAINING: Graduation from a four-year college or any equivalent combination of experience and training. Additional training and experience required in computer science, library procedures, and management.

PREFERRED QUALIFICATIONS: College degree or endorsement in library science. Certification as required by the Nebraska Library Commission (if not certified, must earn certification).

WAGE SCALE: Based upon experience and per City of _____ Wage Ordinance.