



Library Director

Class Code:
2040

Bargaining Unit: Non-Classified Positions -
Non-Union

CITY OF IDAHO FALLS
Revision Date: Dec 7, 2009

SALARY RANGE

\$0.00 Hourly
\$0.00 Biweekly
\$0.00 Annually

GENERAL PURPOSE:

Performs professional administrative and managerial duties related to planning, organizing and directing the City library system for the citizens of Idaho Falls.

SUPERVISION RECEIVED

Works under the broad policy guidance of a Library Board, Mayor, and City Council.

SUPERVISION EXERCISED

Provides general supervision to paraprofessional and professional department heads responsible for carrying out day-to-day library services.

ESSENTIAL FUNCTIONS:

Planning & Policy Making: Develops long-range plans to ensure the library's mission and goals are implemented through the oversight and performance of a wide range of administrative and technical duties requiring full performance knowledge of the major functions of a public library system. Plans, organizes, directs and coordinates the day-to-day operations of the city library; develops, recommends and implements policies; analyzes efficiency and effectiveness of overall delivery of library services; negotiates service contracts with the county and selected vendors.

Library Services: Oversees operational issues as they arise; plans, organizes, controls, integrates and evaluates the services provided by the city library; develops, implements and monitors work plans to achieve library board goals and performance measures; oversees, manages and/or directs the development, implementation and evaluation of library programs, plans, processes, systems and procedures to achieve goals, objectives and performance measures consistent with the quality and citizen expectations.

May organize library promotions; delivers book reviews and lectures; may examine and select materials to discard, repair, or replace; attends various public and Board Meetings.

Oversees and evaluates the selection and maintenance of library materials and ensures that materials meet the needs of the city; directs the development and implementation of a long-range technology plan for the library operations. Confers with technology-related staff, contractors and state personnel to ensure communication equipment and programs effectively support the library's mission and operations.

Meets with publisher representatives; evaluates collection materials; oversees development of library collection; may assist patrons and staff in all areas of the Library.

Oversees the preparation of annual reports; compiles statistics and organizes materials for final board presentations.

Personnel/Staffing Management: Conducts staff meetings; instructs subordinates; plans, organizes, directs and evaluates the performance of staff; establishes performance requirements and personal development and training targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation rewards, and initiates disciplinary action, up to and including termination to address performance deficiencies, in accordance with City human resource policies.

Financial Operations: Prepares department budget for Library Board approval; plans and attends board meetings; oversees purchasing of departmental supplies, equipment, special collections, and maintenance supplies; monitors and approves expenditures as directed by the Library Board; administers gifts and federal monies; accounts for all library revenues according to established procedures; writes and prepares grants to improve library service; monitors financial activity to ensure compliance with established fiscal guidelines and budget limitations.

Public Relations: Acts as liaison and coordinator to various library systems and establishes cooperative networks; studies community needs and develops projects for future programs and services; manages internal and external communications including use of brochures, signs, newsletters, fliers, newspaper articles, television and radio; identifies and pursues public relations opportunities to promote goodwill and educate the community regarding library services.

Physical Facilities: Oversees facilities, grounds and equipment; inventories, monitors and

manages status of all fixed assets; oversees contract services and maintenance personnel; assumes leadership functions when considering expansions, remodels, additions, etc.; works closely with contractors through construction operations.

Professional Development: participates in various regularly scheduled meetings of the board; provides detailed reports of library operations and developments; provides professional expertise and guidance to the Board, including information regarding upcoming legislation, trends in library services, funding opportunities and management practices; serves as a member of the board and various board committees; attends workshops and conferences; maintains membership in professional associations.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from college with a master's degree in Library Science;

AND

B. Eight (8) years of library experience, five (5) years of which must have been in an administrative or supervisory capacity;

AND

C. Certified Public Library Administrators certificate

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of theories, principles and objectives of library service; management concepts and methods related to team building, empowerment and participative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.; principles of negotiation and problem solving. Considerable knowledge of computer technologies affecting the future of library operations and services.

Ability to direct the work of others; establishes and maintains effective working relationships with employees, other agencies and the public; communicates effectively, verbally and in writing; implements cooperative problem-solving processes; anticipates changing needs for services and facilities; operates personal computer and various software applications for word processing, collection management, library systems and spread sheet

information; accesses e-mail and effectively functions in a computerized communications environment.

3. Special Qualifications:

Must be a certified Librarian (administration, collection development, cataloging, referencing).

Valid Idaho Driver's License.

WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

DISCLAIMER:

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.