



## **Library Director**

**DEPARTMENT:** Library  
**DIVISION:** N/A  
**SUPERVISOR:** City Administrator  
**CLASSIFICATION:** Exempt (not overtime eligible)  
**UNION:** No  
**CONFIDENTIAL:** Yes

### **POSITION SUMMARY**

Directs the City library and serves as advisor to the Mayor, City Council, City Administrator, and staff on library issues. Performs complex supervisory, administrative, and professional work in planning, developing, organizing, scheduling, directing, supervising, and implementing a year-round, citywide library program; does related work as required.

### **SUPERVISION RECEIVED**

Works under the general direction of the City Administrator.

### **SUPERVISION EXERCISED**

Exercises supervision over all Library staff.

- **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to: Manages and supervises library operations to ensure Library and City goals and objectives are met within available resources.
- Provides leadership and direction in the development of short- and long-range library plans; reviews programs, implements changes or new programs and services to meet community needs. gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other City departments, agencies, and community-based groups as needed.
- Exhibits leadership to staff and fellow employees. Serves as a model for accomplishing City's vision and goals. Creates an environment in which employees are focused on and produce excellent quality results and customer service.
- Provides direction and sets standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the patron.
- Provides professional oversight for selection of books, periodicals, and other media; review of outdated materials and collections for withdrawal; and coordination of removal and disposition; classification and cataloging of materials; reference services; outreach programs and services; adult and youth services; selection/maintenance/migration of the online integrated library system.
- Performs personnel duties; plans and organizes workloads and staff work assignments; hires, trains, coaches, evaluates, and terminates staff; oversees disciplinary process according to the Collective Bargaining Agreement and City policy.

- Prepares and administers departmental budget; prepares cost estimates for budget recommendations; submits justifications for budget items; reviews and monitors expenditures to remain within established budgetary constraints; assures effective and efficient use of budgeted funds: personnel, materials, facilities, and time; and approves library purchase orders. Prepares or oversees grant applications and monitors compliance and completion.
- Maintains current knowledge of and compliance with all state and federal laws related to public libraries.
- Provides professional advice on library issues to City Council; makes presentations to City Council, Library Board, civic groups, and the general public; communicates official plans, policies, and procedures to staff and the general public. Serves as primary spokesperson for the Library and responds to library-related requests from the media. Reviews and approves library press releases, publicity, and social media content.
- Ensures the accurate and timely reporting required by the City, State Library, state, and national library organizations, and grant funding entities are prepared.
- Assures that library facilities and equipment are maintained properly and coordinates maintenance and repair functions with frequent contractor interactions; serves as contact point for all non-library building tenants; responds to after-hours security/fire alarms; monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.
- Oversee compliance to library rules of conduct, execute needed administrative actions.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Maintains regular job attendance and adheres to working hours.

### **PERIPHERAL DUTIES**

- Serves as a liaison to the Library Board, as a member of various employee and city committees, and as a City representative to the Friends of the St. Helens Public Library and various city and interagency committees as assigned.
- Assists other staff in the performance of their duties.
- Performs the duties of subordinate staff as needed.
- Maintains proficiency by attending training conferences, regional and state meetings, and reading professional journals.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- a. Completion of an ALA-accredited Masters of Library Science Program; and
- b. Two years of professional experience; or
- c. Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Must have a broad knowledge of the principles, practices, and philosophy of public library administration.
- b. Broad knowledge of current methods and principles governing the selection, acquisition, cataloging, processing, maintenance, and circulation of print and non-print materials, reference, and outreach practices.
- c. Knowledge of statutes and ordinances governing public library service.

## **SPECIAL REQUIREMENTS**

- Must obtain valid CPR/First Aid card as offered.

## **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; typewriter; ten-key calculator; telephones; transcription equipment; folding machine; and audio/video equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to walk, sit, stand, bend, kneel, stoop, reach and manipulate objects, hear, use hands to finger, handle, feel, and reach with hands and arms.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working conditions.
- The noise level in the work environment is typical of most library/office environments with telephones, interruptions, and background noises.

- Work schedule may include evening and weekend assignments.

## **EMPLOYEE ACKNOWLEDGMENT**

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Library Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

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Library Director

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

\_\_\_\_\_

City Administrator

\_\_\_\_\_

Date