

City of South Sioux City
Job Description

Job Title: Library Director
Department: Library
Reports To: City Administrator
FLSA Status: Exempt-Salary
Prepared By:

Summary: To supervise the daily routines of the library while administering its services to the community; to develop and promote library services to all potential users; to oversee the budget; to report to the Board and provide all information necessary for them to make sound decisions.

Supervisory Responsibilities

Manages three supervisors who supervise a total of 12 employees in the Public Library. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Programming Responsibilities

Develop and coordinate all library programs and their publicity; exercise leadership in the development and improvement of library services in the community, region, and state; research and prepare grant proposals.

Public Relations Responsibilities

Act as Library's public relations representative; schedule and provide library tours, instruction, and orientation programs; serve as liaison to community's schools; serve as liaison to Friends of the Library and the Library Foundation; serve as referral source for patron complaints.

Budget Responsibilities

Prepare library budget for presentation to and approval of Board and City Council; prepare claims for presentation to the Board for payment approval; submit approved claims to Accounts Payable for payment.

Reporting Responsibilities

Provide required public notification of Advisory Board meetings; keep necessary records; compile and report statistical and other information for the Advisory Board, the City Council and Nebraska Library Commission.

Other Related Responsibilities

Develop and administer personnel and library policies; maintain physical plant of Library to ensure safety, efficiency and usefulness; maintain collection integrity through selection, weeding, and cataloging. Select and procure supplies and equipment; maintain computer network structure and all equipment; maintain automated library system.

Knowledge, Skills, and Abilities

Knowledge of the current library management procedures and principals.

Knowledge of library computer hardware and software.

Knowledge of public relations functions.

Knowledge of planning and implementation of an annual budget.

Skill in oral and written communication.

Skill in operation of various library equipment.

Ability to organize, prioritize and handle multiple projects.

Ability to communicate with customers, subordinates, board of directors, and various business contacts in a professional and courteous manner.

Ability to coordinate employee work schedules, staff functions, and supervise daily activities.

Education and/or Experience

Master's degree preferred (ALA accredited Library or Information Science program) Nebraska Level 5

Computer Skills

To perform this job successfully, an individual should have knowledge of Library Circulation systems, Database software, Internet software, Social Media platforms, and Microsoft and Apple products.

Physical Demands

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

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands

and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

Residency Requirements

Library Director shall be required to reside within the corporate limits of South Sioux City for the duration of his/her employment.