

**CITY OF SERGEANT BLUFF  
JOB DESCRIPTION**

**Name:** \_\_\_\_\_ **Department:** Sergeant Bluff Public Library  
**Title:** Library Director **FLSA:** Exempt:  Non-Exempt: \_\_\_  
**Start Date:** \_\_\_\_\_ **Reports to:** Sergeant Bluff Library Board of Trustees

**DESCRIPTION OF POSITION:**

The Library Director is a full-time position, highly responsible for administrative work involving the direction of a broad range of public library functions. Work involves responsibility for the management of a public library collection and provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The Library Director works with the Library Board of Trustees in making library technical decisions. Position requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

**QUALIFICATIONS**

- Minimum High School diploma or equivalent.
- Completion of Library Director Endorsement coursework within 2 years of hire date
- 5+ years of Library Operations experience required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Outstanding organizational skills
- Attention to detail and good problem-solving skills
- Exceptional interpersonal skills
- Thorough knowledge of the principles and practices of public library functions
- Thorough knowledge of the principles and practices of public administration as applied to a public library
- Superior oral and written communication skills
- Proficient use of computers and library-advancing technology

**SUPERVISION RECEIVED:**

Library Director will work under the administrative direction of the Sergeant Bluff Library Board of Trustees.

**SUPERVISION EXERCISED:**

Supervise paid and volunteer library staff as required.

**EXPECTED DUTIES**

The following duties are normal for this position and should not to be construed as exclusive or all-inclusive.

- Serve as library administrator and advisor to the Library Board of Trustees and be responsible for all day-to-day operations of the library.
- Carry out the policies of the library as adopted by the Library Board of Trustees and recommend library policy and/or policy changes.
- Develop and/or maintain an orientation program for library staff to introduce the mission, philosophy, goals and services of the library, in addition to their job responsibilities.
- Responsible for task prioritization, staff scheduling, task delegation and assignments and overall effectiveness and efficiency of library personnel.
- Select books and materials to develop the library collection within the limits of the annual budget, pending approval from the Library Board of Trustees.
- Maintain records of all fiscal expenditures and prepare regular financial statements to be reported to the Library Board of Trustees at regular monthly meetings. Maintain copies of these reports to be provided to the officials of local government as requested and/or required.

- Maintain an active public relations program through community outreach to inform the community and patrons of library activities and services, new materials and programming. This should be done through various communication channels including newspapers, library website, social media or other media. Ensure that all media channels are maintained and up to date with timely content.
- Select, design, develop, plan and/or coordinate library programming. Present a rolling 3-month calendar of programming/outreach at monthly Library Board of Trustees meetings.
- Maintain a register of patrons with up-to-date customer profiles (additions/changes/deletions).
- Assist library patrons with library services such as internet access, printing, faxing, and lamination.
- Participate in library events and fundraising activities (operational and capital campaigns).
- Prepare annual library budget; present and defend budget requests before the Library Board of Trustees and/or City Council.
- Train library staff and volunteers in technical and administrative library skills.
- Direct and participate in actions involving library personnel such as hiring, termination, assignments, evaluation, and labor relations.
- Represent the library to local, regional and/or state agencies, other public libraries, businesses and/or corporations, and community groups in the development of the public library and its programming. Assist in coordinating inter-library materials and program efforts.
- Coordinate library participation in community activities and events.
- Stay current with any laws and/or regulations that could affect library operations, and share such information with the Library Board of Trustees and the City of Sergeant Bluff.
- Maintain records of overdue materials and impose fines as needed in accordance with policies adopted by the Library Board of Trustees.
- Oversee general maintenance of the library facility and collaborate with the Library Board of Trustees on any changes and/or improvements to the library facility.
- Prepare and present information regarding all library needs, decisions, purchases, Direct State Aid, etc. that need to be presented to the Library Board of Trustees, City of Sergeant Bluff, State Library of Iowa or other agency. This includes preparation/submission of the Library Annual Report for the State Library of Iowa.
- Administer the activities of the public library and supervise the work of others.
- Make decisions in an environment of limited resources and competing claims.
- Establish and maintain effective working relationships with the Library Board of Trustees, City officials, associates, officials of other agencies, and the public.
- Attend weekly City department head meetings to represent the library; attend and present a library update report once a month at the City Council meeting.
- Lead by example, demonstrating excellent time management, on-time delivery of tasks and assignments; project an image of competence and courtesy to the community, patrons and visitors.
- Offer prompt, efficient, impartial, courteous and friendly service to patrons, volunteers, staff and visitors.

## **WORKING CONDITIONS**

- General office conditions
- Flexible schedule as required in order to meet the scheduled library hours of operation as set by the Library Board of Trustees.
- Occasional attendance at evening meetings for City Council and the Library Board of Trustees as needed
- Blood-borne Pathogen Classification- NOT CLASSIFIED: Normal work routine involves no exposure to blood, body fluids, or tissues and the employee may decline to perform tasks which involve a perceived risk without retribution

## **MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

*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.*

### **Cognitive Demands**

Knowledge of utility laws and procedures. Ability to use billing systems and other general office computer software and equipment. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Language Ability and Interpersonal Communication**

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence and generate reports. Ability to effectively present information in one-on-one small group situations, to customers, clients, vendors, and other employees of the City.

### **Environmental Adaptability**

Work is performed in a general office environment; heated during the winter and cooled in the summer. Job is not subject to significant occupational or environmental hazards. Likelihood of personal injury would be relatively slight. Ongoing contact with the public in this setting always has the potential for dealing with irate customers and the public when they have a complaint regarding city services.

The City of Sergeant Bluff is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

