

City of Oneonta Job Description

Job Title: Library Director
Department: Library
Reports To: Library Board of Trustees, City Manager, Mayor
FLSA Status: Salary
Prepared By:
Prepared Date:
Approved By:
Approved Date:

SUMMARY

Plans for long-range (strategic) library growth and administers and directs daily library operations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Interprets, implements, and recommends library policies and procedures.

Maintains communication with the Board of Trustees and the local community to develop effective library services and programs.

Provides advice and consultation to library staff, Board of Trustees, government officials, and others concerning policies and long-range planning.

Prepares budget, program, annual, and special reports for the Board of Trustees and city officials.

Administers the budget, develops new funding sources, and supervises – and/or engages in – identifying and writing grants.

Develops and conducts public relations programs to increase public awareness and support of library programs and services.

Supervises operation of the Integrated Library Management System (ILMS).

Oversees technical training and support for ILMS.

Participates in professional conferences and workshops to keep abreast of changes in the library field.

Plans and implements new information technologies to meet changing needs.

Reviews requests, evaluates orders, and acquires library materials and formats.

Examines trade publications and materials, interviews publishers' representatives, and consults with others to select library materials and formats.

Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library needs and problems.

SUPERVISORY RESPONSIBILITIES

Manages two subordinate supervisors who supervise a total of six employees in Circulation and Cataloging. Is responsible for the overall direction, coordination, and evaluation of these activities. Also directly supervises six non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Prepares budget, program, annual, and special reports for the Board of Trustees and city officials. Performs essential human resource functions such as interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and

disciplining employees; addressing complaints and resolving problems; and ensuring compliance with city, state, and federal regulations and policies.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

An MLIS degree (Master of Library and Information Services) from an accredited institution is preferred. Minimum alternative qualifications include a Bachelor’s degree from a four year college or university and at least two years of relevant experience and/or training.

LANGUAGE SKILLS

Ability to effectively present information to – and respond to questions from – managers, employees, customers, and the general public. Ability to read, analyze, and interpret general business periodicals, professional journals, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS

Knowledge of bookkeeping procedures and software and ability to work within and maintain a budget.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 frequently is 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 occasionally lift and/or move up to 25 pounds.

EMPLOYEE _____ DATE _____

CITY MANAGER _____ DATE _____