



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## Library Director

Department: Library

Reports to: Library Board Chair & Mayor

Pay Grade: H17

Date Established: 5/2014

Date Revised: 8/2018

FLSA Status: Exempt

### CLASSIFICATION SUMMARY

The Library Director performs a variety of complex administrative, managerial and professional duties related to planning, organizing, directing and coordinating Library Services. This is a leadership position involving goal setting, personnel and budget administration, program development, evaluation and implementation and public awareness to meet the library service needs of the City. The Library may be appointed under general direction from the Mayor and City Council and the Library Board of Trustees, work is performed within policies and administrative regulations with wide latitude for exercise of independent judgment.

Work involves short- and long-range planning to determine and implement department programs, policies and procedures and to ensure that Library goals and objectives are accomplished. The job includes working closely with the Board of Trustees, the City, Library employees and citizens to develop and implement new systems, programs and technologies.

The job requires demonstrated skills in developing and administering library services with knowledge of the principles, methods and practices of professional library science. The job also requires management experience in administration of library services including budgeting, planning, personnel administration, fund raising, community outreach and public relations. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, the Library Board of Trustees other organizations, and the general public.

The work is conducted in a general office and library environment with stable temperatures and a moderate level of noise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Plans, organizes and manages services of the City Library. Administers library policy and procedures. Develops long and short-term goals and objectives in conjunction with the Library Board of Trustees. Plans, promotes and implements improvements in library services and facilities. Generates and promotes public awareness of the library and its programs in the form of public speaking engagements, creating promotional documents, press releases, interaction with current media contacts and maintaining an active working relationship with the educational community, social service agencies and with other libraries. Oversees the library collection, including purchasing and weeding the collection.

Leads the library management team to plan, develop, direct, implement and evaluate library services. Demonstrates ongoing efforts to improve library services and provide quality services to the public. Directs, supervises, trains, motivates and reviews the performance of library staff in all departments. Ensures that employees are meeting established goals and objectives.

Confers with the Library Board on policies and long-range library programs. Facilitates Board meetings and prepares reports for the Board and the Mayor on progress toward goals, budget issues and planning, funding and collaborative issues.

Serves as chief fund raiser for the library. Applies for grants, donations and other funding to supplement the general fund. Develops and administers the Library budget. Supervises and approves library purchases.

Performs public information, marketing, and community relations tasks. Answers inquiries and provides information and assistance to the public by telephone and in person.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- The principles, methods and practices of professional library science, including library literature, multi-media, economic and social trends related to library development, and library technology;
- Techniques and issues specific to administration of public libraries;
- Management principles as they relate to library operations and administration, including budgeting, personnel administration, fund raising, community outreach and public relations;
- Federal, state and local laws, codes and regulations pertaining to public libraries;
- Employee hiring, training, scheduling, evaluation, and disciplinary techniques, methods, and objectives;
- Municipal budgeting and payroll methods, techniques, and objectives;
- Fund raising practices and procedures including grant writing;
- Public relations and community outreach techniques and methods;
- Operation of a personal computer and job-related software applications;
- Customer service methods, techniques, and objectives;
- Federal (OSHA) regulations and City policies regarding safe work practices.

#### **Skill and Ability to:**

- Direct the operations and employees and volunteers of the City Library;
- Hire, supervise, train, schedule, evaluate, and discipline employees, including terminations;
- Create an annual Department budget and monitor spending for budget compliance;
- Develop and implement short- and long-range goals, projects, and plans for the Department;
- Perform public information, marketing, and community relations tasks;
- Develop, implement, and enforce Department policies and procedures;
- Answer inquiries and provide information to the public by telephone and in person;
- Communicate effectively, verbally and in writing;
- Prepare and analyze comprehensive reports;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- Masters degree in Library Science is preferred;
- Four (4) or more years' experience in library administration and personnel management.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.