



## Position Description LIBRARY DIRECTOR

**Department:** Library

**Reports To:** Board of Trustees

**FLSA:** Exempt

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### Purpose of Position

Under general supervision of the Nevada Public Library Board of Trustees and in cooperation with the Library Board of Trustees Chairperson, plans, coordinates, supervises and participates in the operation of the Nevada Public Library according to local, State and federal directives. Supervises library staff including volunteers. Responsible for delegating work, maintaining standards, and evaluating work of library staff. Performs other duties as required.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plans, organizes, and directs effective operation of all library functions for programming, staffing, and maintaining building and grounds.
- Develops long-term plans to improve departmental operations. Evaluates pending legislation and statutes, responds to changing citizen needs for programs, and conducts program evaluations to determine feasibility, participation, and quality of each program.
- Develops annual department budgets. Assists with developing long-range capital budgets. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of materials, equipment, and supplies. Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Plans, directs, and coordinates, through subordinate level staff, the Library's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Represents the library with other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments, outside agencies and organizations.
- Selects, deselects, orders, receives and examines new materials to maintain a collection that meets patrons' recreational and informational needs.
- Reads and reviews library publications, newspapers and catalogs to stay informed of recent trends and progress in the library field.
- Assists patrons with reference materials and answers or refers reference questions to other libraries.
- Collects, prepares and maintains daily, monthly and yearly statistical reports on library patronage and circulation.
- Organizes and prepares information and agenda for Library Board of Trustees meetings; attends and presents information to Board of Trustees; consults, advises and implements policies of the Library Board of Trustees.
- Publicizes the library's services through newspaper articles, displays and notices.
- Attends national, State, regional and County meetings as appropriate.

- Supervises services to home schooling and homebound patrons.
- Speaks at schools and other organizations as requested to further interest in the library and library activities.
- Attends continuing education workshops and conferences necessary to maintain State Library of Iowa certification and to keep informed of the current trends and progress in the library field.
- Addresses patron problems and complaints.
- Performs annual performance evaluations of library employees.
- Employs project management principles and procedures in planning and implementing programs.
- Develops, promotes, and facilitates community outreach programs.
- Manages library technology.
- Monitors building and grounds for necessary repairs, and develops a schedule for capital improvements.
- Acts as liaison with Friends of the Nevada Public Library.
- Works with the Board to develop policies and long-range plans.

#### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Assists with checking books in and out; assists with shelving books.
- Answers phone as necessary.
- Reads a wide variety of materials to maintain knowledge of current literature.
- Assists other City departments as appropriate.
- Maintains harmony among library staff and resolves grievances.
- Other duties as apparent or assigned.

#### **Minimum Education or Experience Required**

Bachelor's degree and 6-10 years related experience and/or training, or a master's degree from a college or university and 1-5 years of experience; or working toward a master's degree in Library Science with graduation by June 2025; or equivalent combination of education and experience.

#### **Preferred Education or Experience Required**

Master's degree in Library Science and 5 years or more related experience and/or training, or a master's degree and ten years of experience; or equivalent combination of education and experience.

#### **Other Requirements – Certificates/Licensures**

- Level VI Library Certification issued by the State Library of Iowa or attend training to meet and complete State Library of Iowa endorsement for Library Director.
- Bondable.
- 45 hours of CEUs in a three-year period.

#### **Knowledge, Skills, Abilities**

- Ability to solve a wide range of intellectual and practical problems; ability to comprehend non-verbal symbolism and other abstract concepts.
- Ability to perform arithmetic, algebraic and statistical calculations.
- Ability to report, write or edit articles for publications; ability to interview, counsel or advise people; ability to evaluate technical data.

- Considerable knowledge of the theory and principles of library science; considerable knowledge of standard methods, practices and techniques used in library science.
- Ability to plan, organize and supervise the work of library staff and volunteers; knowledge of managerial techniques to effectively motivate staff and volunteers to successfully complete assigned tasks.
- Ability to propose, develop and implement library policies that allow more effective and efficient delivery of library services.
- Ability to establish and maintain proper working relationships with co-workers and the public.
- Ability to utilize computers for financial, database, spreadsheets, and word processing functions. Knowledge of personal and network computer operations. Proficient user of Microsoft Office programs, internet browsers, and familiarity with mobile devices.
- Ability to develop policies, plans and procedures.
- Ability to establish an effective working relationship with the Library Board of Trustees, Chairperson, mayor, City Council, department supervisors, citizens and other callers/visitors on the telephone and in person.
- Ability to work with Library Board of Trustees and respond to their directives.
- Ability to maintain confidential information
- Knowledge and demonstrated understanding of library administrative theory and practices.
- Knowledge and understanding of reference tools, research skills, general literature and basic library principles, procedures, technology, goals and philosophy of services.
- Knowledge of and ability to perform standard accounting practices and procedures.
- Knowledge of English grammar, spelling and composition.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

### **Equipment and Materials Used**

Circulation/catalog computer software, network computers, computer printers, microfilm reader/printer, photocopier, telephone, calculator, personnel policy manual, City of Nevada Code of Ordinances, Code of Iowa, fax machine, internet, and other reference resources.

### **Supervision**

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **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 sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities

required by this job include close vision, distance vision, color 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.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position may involve evening and weekend workhours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Board of Trustees, Chairperson

\_\_\_\_\_  
Date