

City of Cordova Position Job Description

LIBRARY DIRECTOR

DEPARTMENT: LIBRARY

SUPERVISOR: CITY MANAGER

CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED

SUMMARY

Under the supervision and direction of the City Manager, the Library Director is responsible for all aspects of the operation of the library, including financial, personnel management , planning, policies, collections, programs, procedures, and representing the library within the community.

GENERAL STATEMENT OF DUTIES

Professional and administrative management of the day-to-day operations of the library.

Develops, oversee, track, and manage the budget for the Library Department.

Coordinate library programs, including special events.

Serve as liaison between the Cordova Public Library Board, Friends of the Library, and the City of Cordova. Maintain an effective working relationship with each of these entities.

Develop, recommend, and implement the administrative, operating procedures and policies of the library with oversight from the Cordova Public Library Board in accordance with City code and statute.

Hire, train, evaluate, supervise, and direct library staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Develop and coordinate staff schedule for daily operation and for circulation desk.
- Manage, and ensure timely input, of all electronic cataloguing of library materials.
- Responsible for managing and maintaining the library collection.
- Responsible for the selection and purchase of the collection.
- Provide timely updating of records and statistics, of the Alaska State Library Annual Reporting.

- Develop and provide proposed budget and periodic updated budget status to City Manager and Library Board as requested.
- Responsible for managing, tracking, and implementing the library budget.
- Responsible for maintenance of library technology needs and upgrades.
- Responsible for annual review, and updates to the Cordova Public Library policies and procedures, Library Technology Plan Operations Manual, and other policies and manuals as needed.
- Develop and coordinate with staff educational library programs, and special events.
- Seek, administer, and manage library related grants.

REQUIRED QUALIFICATIONS

- A. Bachelor's degree.
- B. Three years of experience in library work or related field.
- C. Three years of supervisory experience.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Library Science.
- Public Relations experience.
- One-year experience in education or related field.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Demonstrated knowledge and ability to proficiently use general office equipment and software, including computers, copiers, Microsoft Office programs, library related software programs and facsimile machines, etc.
- B. Ability to use electronic library cataloguing systems.
- C. Ability to communicate effectively both orally and in writing.
- D. Ability to work with the public, local and governmental officials and agencies with discretion, tact, and courtesy.
- E. Ability to work with minimal supervision, handling multiple tasks, establishing priorities and schedules and meeting deadlines.
- F. Ability to understand and carry out verbal and written instructions.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is may be subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in an open public area. Ability to work flexible days and hours, including weekends and evenings.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Capable of moving event furniture. Capable of bending and squatting. Capable of lifting and carrying up to 20 pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with the public and other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process sales. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____