



## JOB DESCRIPTION

**Title:** Library Director  
**Department:** Library  
**Reports to:** City Administrator  
**Pay Grade:** 74  
**Date Adopted:** November 2, 2020  
**Previous Revision Date:** 1993  
**Last Revision Date:**

**Type:** ☒ Full Time  
☐ Part Time  
**FLSA:** ☒ Exempt ☒ Salary  
☐ Non Exempt ☐ Hourly  
**Union:** ☐ Yes  
☒ No

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### Job Summary:

Responsible for overseeing the operations of the City's library. Direct, manage, supervise, and coordinate the programs and activities of the library. Develop and promote library services to all potential users. Oversees the library budget. Provide policy, technical, and administrative support to the City Administrator and Library Board.

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### Essential Functions:

1. Supervise employees within the Library. Interview, hire, and train employees. Assign and schedule staff duties and responsibilities. Direct, motivate, and evaluate personnel and their work. Handle disciplinary problems. Schedule training to aid in developmental needs of staff.
2. Develop, plan, organize, and promote library programs and services throughout the community. Conduct a variety of studies and research concerning all aspects of the library operation. Examine community needs and develop and/or modify library services as needed.
3. Administer and coordinate the selection, acquisition, processing, maintenance, and discarding of print, audiovisual, and online materials. Review book stock for replacement, repair, and discard.
4. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Plan for and review specifications for new or replaced equipment. Tracks the budget to prevent over spending.
5. Maintain various Library program funding, including but not limited to, developing and maintaining donor database, preparing grant applications, and administering grant funding in accordance with policies and procedures.

6. Prepare and submit annual statistical reports to the Nebraska Library Commission. Prepare and submit Accreditation application to the Nebraska Library Commission.
7. Prepare meeting agenda for Library Board. Submit approved claims to Finance Department for payment. Attend Library Board meetings, answer inquiries and make recommendations regarding department operations, goals, planning, policies, and activities.
8. Act as Library's public relations representative. Schedule and provide Library tours, instruction, and orientation programs. Serve as liaison to community's school. Serve as liaison to Friends of the Library and the Library Foundation. Provide public records and information to citizens, the media, and other agencies, as requested.
9. Attend specialized library conferences, lectures, workshops, and demonstrations regarding new equipment, procedures, and technological innovations that relate to the library operation. Stay abreast of new trends and developments in the field. Organize and conduct various meetings as necessary.
10. Assists with circulation desk and reference duties, as needed.
11. Attend City Council meetings as required.
12. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
13. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
14. Keep confidential information confidential.
15. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
16. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
17. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
18. Perform other work which is consistent with the essential functions of the job.
19. Perform other duties as assigned.

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**Education and Special License(s)/Certifications:**

High School diploma or equivalent required.

Master of Science Degree in Library Science or Administration from a school accredited by the American Library Association or equivalent experience required.

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**Experience:**

Five (5) years of professional library experience, including three (3) years of experience in supervision, or an equivalent level of experience preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Effective oral and written communication skills.
  2. Good listening skills.
  3. Ability to perform basic math and accounting skills.
  4. Organizational skills.
  5. Analytical skills.
  6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
  7. Manual dexterity.
  8. Ability to work in environment with constant interruptions.
  9. Good typing and data entry skills.
  10. Reading.
  11. Good customer/public relations.
  12. Ability to work independently.
  13. Working knowledge of word processing, email, and calendaring computer software applications.
  14. Excellent interpersonal skills.
  15. Excellent grammar, punctuation, spelling, and proofreading skills.
  16. Supervisory and leadership skills.
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**Mental Requirements:**

1. Ability to organize files and retrieve data effectively.
2. Ability to learn and understand PC software applications.
3. Alpha and numeric recognition.
4. Ability to prioritize work.
5. Logical reasoning.
6. Patience.
7. Ability to carry out assignments through oral and written instructions.
8. Concentration.
9. Accounting principles.
10. Ability to compute basic math computations.
11. Ability to work on several projects at once.

12. Ability to work under distracting conditions.
  13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
  14. Ability to train and guide others.
  15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
  16. Ability to analyze complex problems and recommend possible solutions.
  17. Ability to multi-task.
  18. Ability to work under pressure.
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**Physical Requirements:**

1. Ability to lift 20 pounds and transport 20 feet.
  2. Ability to make and receive phone calls.
  3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
  4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
  5. Hand and eye coordination adequate to input computer data and operate various office equipment.
  6. Ability to sit and be attentive for extended periods of time.
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**Supervisory Responsibility (Direct and Indirect):**

Direct        Library Assistant II  
                 Technology & Information Services Librarian (Librarian I)  
                 Youth Services Librarian  
                 Part-time Library Staff

Indirect

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**November 2, 2020**