

City of Cordova Position Job Description

LIBRARY DIRECTOR

DEPARTMENT: LIBRARY
SUPERVISOR: CITY MANAGER
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED

SUMMARY

Responsible for daily operations, oversight, management, and development of the library.

GENERAL STATEMENT OF DUTIES

Professional and administrative management of the library.

Oversees, tracks, and manages the budget for the Library Department.

Coordinates library programs, including special events.

Serves as liaison between the Cordova Public Library Board, Friends of the Library, and the City of Cordova. Develops and implements the administrative, operating procedures and policies of the library.

Supervises and directs permanent, seasonal, and on-call 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.

- Manages and oversees all cataloguing of library materials.
- Manages and oversees assessment of library collection.
- Manages and oversees all updating of records and statistics necessary for Alaska State Library Annual Reporting.
- Manages and oversees library budget and provides proposed budget to City Manager and Library Board as requested.
- Responsible for leased collection material selection and purchase; responsible for ListenAlaska and all other e-book collection and purchases.
- Responsible for oversight of all collection purchases.
- Responsible for maintenance and oversight of library technology needs and upgrades, including updating of Library Technology Plan.

- Responsible for annual review of Cordova Public Library Policies and Procedures and Operations Manual.
- Develops and coordinates with staff educational library programs, including special events for Children's Book Week and National Library Week.
- Develops and coordinates summer reading program and additional children's programs as time and staffing allows
- Develops and coordinates staff schedule for daily operation and for circulation desk.
- Seeks, administers, and manages library related grants.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree required.
- B. Three years' experience in library work or related field, required.

PREFERRED QUALIFICATIONS

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

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Demonstrated knowledge and ability to proficiently use general office equipment and software, including computers, copiers, and facsimile machines, etc.
- B. Ability to communicate effectively both orally and in writing.
- C. Ability to work with the public, local and governmental officials and agencies with discretion, tact and courtesy.
- D. Ability to work with minimal supervision, handling multiple tasks; establishing priorities and schedules and meeting deadlines.
- E. 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 around event furniture or under tables. 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:** _____