



CITY OF INGLESIDE JOB DESCRIPTION

Library Director

Department:	Library
FLSA Status:	Exempt
Effective Date:	05/13/2020
Pay Grade:	18

POSITION SUMMARY

Performs difficult professional work planning, coordinating, and directing the operations of the public library, developing, and maintaining book selections, preparing, and maintaining the department budget, supervising staff, and related work as apparent or assigned. Work is performed under the general direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each function satisfactorily. The requirements listed below are representation of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages all library services and operations, oversees and coordinates library programs with other departments and outside organizations.
- Recruits and selects department personnel, assigns, directs, trains, and inspects the work of staff, rewards, disciplines, coaches, counsels, and evaluates staff performance, develops schedules, recommends transfers, promotions, suspensions, terminations, and demotions.
- Manages library material collections development, supervises book and material selection, coordinates book processing and enters information into computer, coordinates replacement of materials.
- Determines the financial needs of the library, prepares, presents, and administers the departmental budget, monitors, and supervises expenditures.
- Assist staff in performance of patron service activities as needed, provided general library services including circulation desk duties, reference, reader's advisory and other patron assistance services.
- Develops plans and evaluates library operating policies and procedures services, programs, and technologies, oversees building usage for meetings, events, etc.
- Ensures the proper maintenance and housekeeping of the library, refers issues to appropriate department.
- Complete assigned health and safety courses to create a safe work environment

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – Bachelor’s degree with coursework in library science.

Experience – considerable experience in a public library including supervisory experience, or equivalent combination of education and experience.

License or Certificate – Valid driver's license in the State of Texas.

Special Requirements

Possess and obtain Texas Small Library Management certification within one year

Required Education	Bachelor’s Degree with course work in Library Science
Required Experience	Considerable experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Comprehensive knowledge of modern library principles, methods, materials, and practices.
- Knowledge of reader interest levels, knowledge of books and authors, periodicals, reference media and library media.
- Comprehensive knowledge of cataloging procedures and problems.
- Thorough knowledge of library reference materials and research techniques.
- Thorough knowledge of the library circulation functions; skill in the use of library equipment, materials, and resources; ability to maintain accurate records and statistics and complete accurate reports.
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment,
- Ability to analyze library service problems and participate effectively in solving them.
- Ability to communicate ideas effectively orally and in writing.
- Ability to plan and supervise the work of subordinates.
- Ability to establish and maintain effective working relationships with library patrons, associates, elected officials, vendors, and the public.

Admin.	Memos, letters, and reports.
Supervision:	All library staff
Training:	Assigns

PHYSICAL DEMANDS

The physical demands herein 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 these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force;
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting;
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Hearing is required to perceive information at normal spoken word levels;

Weight	10 – 50 lbs.
Environment	Quiet
Physical Activity	Moderate

- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities;
- Work occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure to outdoor weather conditions;
- Work is generally in a quiet location (e.g. library, private offices).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date