

LIBRARY DIRECTOR

NATURE OF WORK

The Library Director leads a team of library staff committed to creating a thriving library in the community. The Library Director also plays a key role in promoting literacy and equal access to knowledge and information to build educational and economic opportunities.

The Library Director promotes lifelong learning and a love of reading; informs, enriches and empowers every patron served; provides easy access to a wide variety of materials, services, and programs; and meets the personal, educational, cultural and professional information needs of the community. This position is responsible for nurturing in-depth relationships with the City, Library Board and community to ensure a high level of customer satisfaction, ongoing program development, and continued account growth.

EXAMPLES OF WORK PERFORMED

Stays current with library trends, issues and technology as well as economic and demographic issues that may affect library services, advanced programming and strategic planning.

Leads the Library buildings and facilities in order to maintain a safe and welcoming learning environment for patrons including location, interior design and furnishings; coordinates library functions relating to bond issue elections.

Works with City and Board leadership to develop and implement action plans that meet operational, contractual, and organizational objectives; including coordinating Library Board functions, reporting on key operational indicators to identify problems, concerns, and opportunities for improvement and library functions relating to bond issue elections.

Oversees day-to-day operations of the libraries and provides leadership to ensure the library team is always looking for opportunities to promote a positive environment and culture so employees and patrons feel welcome and connected to library materials and services.

Ensures that the Library Department adheres to Human Resources policies and procedures, develops leadership and supervisory talent, and maintains staff morale while maintaining a positive working environment and culture of excellence.

Confers with and advises staff on problems, challenges, and opportunities for growth related to the administration of the Library department services.

Directs and leads the library activities with other city departments, encourages feedback from city departments regarding library activities.

Confers with state, county, municipal officials, citizens, clubs, and other community organizations, explaining the library system objectives, policies, and services. Seeks opportunity for community input regarding library services.

Participates in community activities and programs, making presentations about library services.

Prepares and has a thorough knowledge of the annual budget estimate for review by the library board and the mayor for submission to the City Council.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles, methods and practices of library administration including support of intellectual freedom.

Extensive knowledge of meeting the needs of the community and interests in relation to library services including sensitivity to a diverse community.

Thorough knowledge of reader interest levels and a wide knowledge of books, authors and non-print materials.

Thorough knowledge of sound methods of management in relation to the operation of a growing public library system.

Thorough knowledge of having a key role in promoting literacy and equal access to knowledge and information in order to meet the needs of the community.

Thorough knowledge of creating, maintaining and promoting a positive working environment and culture of excellence.

Thorough knowledge of integrated library systems and current technologies that improve citizen involvement.

Ability to establish and maintain effective working relationships with community leaders, public officials, professional groups and the general public.

Ability to lead and support in times of significant change.

Ability to analyze library needs and to evaluate library services.

Ability to speak and to write effectively.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by completion of an accredited Master's Degree in library or information science; and six years of experience in professional library work in a supervisory capacity with multiple buildings or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Eligible for Nebraska Library Commission Public Librarian Certification Level V.