

City of Grand Rapids Job Description

Job Title: Director of Library Services

Department: Library

FLSA Status: Exempt

Approved By: City Council

Approved Date: June 25, 2012

Summary: Performs complex professional and difficult administrative work serving as head of the library, supervising and directing responsibility for all library functions within the framework of the library's objectives, policies and budget, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Library Board of Directors. Departmental supervision is exercised over all personnel within the department.

Essential Duties and Responsibilities include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Develops the library budget and manages the expenditures of the library's money
- Develops the library's long-range strategic plan in conjunction with the Library Board of Directors
- Oversees the selection and management of the library's collection of materials
- Advocates for and promotes the library
- Supervises staff and implements personnel policies
- Works with and supports policies and information needs of the Library Board
- Develops policies and procedures for the library
- Plans and implements library services and activities to meet present and anticipated community needs
- Writes grants.
- Performs statistical analysis.
- Performs other duties as required for the effective functioning of the library

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Knowledge of:

- The principles, practices, policies, guides and emerging trends of modern library systems and programs
- Current library technology and future technology trends
- Modern management principles and practices as they relate to the administration of public libraries
- Local, state and national laws that affect libraries and current issues affecting libraries.

Skill to:

- Plan, organize and implement a comprehensive library system
- Use standard office equipment, related peripherals, hardware and software
- Use standard library reference software.

Ability to:

- Work effectively with library board of directors, elected officials and community groups
- Motivate, direct and supervise professional, paraprofessional and clerical library personnel
- Develop the library budget
- Develop strategic plans
- Interpret community interests and needs

- Communicate effectively orally and in writing and to make presentations
- Create a positive work environment
- Interact effectively with non-library city personnel
- Direct and supervise the maintenance of the library facility; plan for new or renovated facilities

TOOLS AND EQUIPMENT USED:

- Computer and other office equipment as required

Education and/or Experience

Master's degree from a school of library or information science program accredited by the American Library Association and considerable experience working in a supervisory role in a library, or equivalent combination of education and experience.

Valid driver's license in the State of Minnesota.

Physical Demands This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and repetitive motions, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, 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; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.