



LIBRARY DIRECTOR POSITION DESCRIPTION

POSITION OVERVIEW

The Library Director is the Library Board's executive officer and has sole charge of administering the library. The success of the library depends on the balance of teamwork from the Library Board, library staff, volunteers, city staff and the City Commission.

SUPERVISION RECEIVED

This position is under the direct supervision of the Library Board.

SUPERVISION EXERCISED

This position has supervisory responsibilities for all library staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, implement and evaluate services of the library. Be responsible for all administrative decisions within the framework of policies approved by the Library Board.
- Serve as ex officio member of the Library Board, providing advice, recommendations and assistance. Keep the board informed of the library's needs and long-range plans. Maintain policies and procedures manuals. Prepare reports on library operations, including monthly report to the board and the annual report to the State Library.
- Manage, supervise, and train staff in library procedures, the circulation system, and basic reference and reader's advisory duties. Schedule, organize and evaluate the work of library staff to achieve established goals and objectives for library services.
- Oversee development and implementation of collection development policies and procedures. Work with library staff and direct all functions essential to the development of the library collection including the annual inventory.
- Assure a functioning on-line circulation system, wireless and wired networks for staff and the public. Coordinate with city staff to maintain and improve technology services including library computers, training,

systems and software. Stay up to date with ILS functions, reports and training.

- Understand and value the significance of the Library's historic collections and archives, collaborating with City Archives personnel to promote and preserve these collections.
- Work with the Library Board to prepare the annual budget and then administer the budget, including monitoring all revenues and expenses and approving and coding bills.
- Assure that the library facility, grounds, and equipment are working properly. Communicate with appropriate City departments to accomplish this.
- Work at least one shift per week on public service desk to assure connection to the community. Share in rotating Saturdays with other staff at least once a month.
- Participate in the Black Hills Library Consortium and Libraries of Lawrence County meetings.
- Engage in statewide library development through the South Dakota Library Association, the State Library and other professional organizations and encourage staff to do the same.
- Seek out additional funding sources. Research, write and develop grant applications. Work with Finance Department to administer all aspects of awarded grants.
- Actively educate self to stay current with changing technical and philosophical developments in the library world and implement those that are useful and beneficial to the local library and its patrons.
- Perform other duties as assigned by the Library Board.

PERIPHERAL DUTIES

- The Library Director shall perform the duties of secretary of the Board and shall attend all Board meetings except when his/her employment or salary is to be discussed.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's degree with library experience. Master in Library Science preferred.

- Budgetary experience and knowledge of the principles and practices of public library administration.
- Knowledge of the service programs provided in a public library including acquisitions, reference, circulation, programming, and cataloging.
- Knowledge of library automation, networking, and computer software.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

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

Individual must be able to work unsupervised, interact with the public, and be able to follow directions completely and accurately.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Personal and public computers, telephones, printers and copy machines.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential function. The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal applications, rating of education and experience, oral interviews and reference check; job related tests may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FUNCTIONAL JOB DESCRIPTION

DATE: _____

Position: Librarian

Employee Name: _____

Physician Approval: _____

Date Developed: 03/25/05 Revisions: 4/17/25

PHYSICAL DEMANDS

Note: In terms of an eight hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 HOUR DAY	COMMENTS
Sit	1	4	
Stand	1	2	
Walk	1	2	

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NON E	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop			X		
Squat	X				
Crawl	X				
Climb		X			
Reach			X		
Reach above shoulder level			X		
Crouch	X				
Kneel		X			
Balance	X				
Push/Pull		X			

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	25 pounds	10 pounds		
Lift (pounds)	25 pounds	10 pounds		

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	
Simple hand grasping	X	X	
Firm hand grasping	X	X	Shelving books.
Fine manipulating	X	X	Computer/phone

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.		X	
Color Perception		X	
Depth Perception		X	
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	N/A		
Requires protective clothing or personal protective devices.		X	
Correctable vision to 20/40 Near/Far	X		Close work

ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.		N/A	
The worker is subject to outside environmental conditions; no effective protection from weather.		N/A	

The worker is subject to both environmental conditions; activities occur inside and outside.		X	
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		N/A	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		N/A	
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.		X	
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.		X	
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.		X	
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.		X	
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.		X	
Worker is subject to unscheduled overtime.		X	
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.		X	

Worker is subject to night work hours.	X		
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MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency		X	
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.		X	
Make non-routine or unexpected judgments.		X	
Operate in absence of clear expectations or procedures.		X	
Operate under short time frames; deadlines		X	
Serious consequences of error.		X	
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		

<p>Communication Skills:</p> <p>Develop written communications requiring grammar skills.</p> <p>Interact with customers on an explanatory basis.</p> <p>Interact with groups of people.</p>	X		
<p>Math Skills:</p> <p>Basic skills of addition, subtraction, and multiplication.</p> <p>Advanced math skills.</p>	X	X	
<p>Reading Skills:</p> <p>Basic instructions material</p> <p>Technical information</p>	X	X	

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for Librarian**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Updated and approved by the City Commission on March 17th, 2025.