



**City of Gustavus, Alaska
Library Administrative Director
Position Description**

Title: Library Administrative Director

Regular Part-Time Non-Exempt Position: This is a part-time non-exempt, up to 30 hour per week position that works in collaboration with the Library Services Director.

Supervisor: City Administrator

Work Location: Gustavus Public Library,

Summary: The Library Administrative Director works in an administrative capacity in conjunction with the Library Services Director to oversee the smooth operation of the Gustavus Public Library, including services, programs, and collection development, and to manage the facilities and volunteers. The Library Administrative Director collaborates on public relations and program work, however, primarily focuses on general library administration.

Essential Duties and Responsibilities:

- Supports and promotes the concept of intellectual freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.
- Selects and orders library materials with input from volunteers, in response to community needs and interests, including books for all age groups, audio-visual materials, subscriptions, online databases, government documents and other reference materials.
- Selects, provides for maintenance of, and assists patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Engages in regular virtual communication with patrons including regularly responding to patron emails, frequently checking and responding to voicemails, maintaining and updating the library website and online catalog database, and supporting library social media.
- Maintains inventory of library equipment, ensures proper function of equipment, and keeps the city informed about upcoming needs for equipment.
- Coordinates Interlibrary Loan Services (ILL), including communicating with patrons, coordinating with other libraries, maintaining ILL records and statistics, keeping track of due dates, and delivering/picking up ILL's from the post office on a regular basis.



- Weeds the library collection in accordance with the library's weeding policy. Maintains statistics on decommissioned materials and redistributes or appropriately disposes of these items when necessary.
- Schedules and proctors tests (driver license; certifications; distance-delivery classes)
- Prepares, in consultation with the Treasurer and City Administrator, the draft Library annual budget, including operational and capital requirements.
- Administers and works within the Library annual budget as approved by the City Council.
- Controls and keeps accurate records of departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Budgets time according to payroll budget approved by the City Council and work schedule based on non-exempt wage and hour laws and approved by the City Administrator.
- In times of a critical shortage of staff, may be called upon to assist at City Hall so sufficient minimal service is available to the public.
- Reviews and evaluates existing practices, procedures, goals and objectives; evaluates programs and vendor services; occasionally conducts surveys to evaluate present services; prepares reports showing analyses and changes recommended; helps to implement approved changes.
- In consultation with the Public Services Librarian, prepares and submits reports of library activities and other reports to the City Council as scheduled and/or requested.
- Attend City Council General Meetings and Work Sessions, and other meetings relevant to library operations. Responds to council members' questions when called upon.
- Collaborates with the Public Services Librarian on filing an annual report of library operations to the Alaska State Library.
- Files for E-rate discounts with the Universal Service Administrative Company, USAC.
- Provides technology support, and ensures technology is functioning and stays up to date.
- Collaborates with Library Services Director and City Administrator to write grant proposals, administer grants, and submit grant reports and outcomes to the granting organization and to the City Administrator and/or City Treasurer.
- Collaborates with Library Services Director and Treasurer to assess and appropriately utilize donations and gifts to the library.
- Collaborates with Library Services Director to develop and implement fair and equitable circulation and service policies, and update policies/procedures on a regular basis.



- Participate in training workshops and conferences within grant, scholarship or budget parameters related to public library administration or operations, as approved by the City Administrator.
- Maintain the library space in a safe, well-organized, clean, and welcoming manner. Assist with and coordinate regular housekeeping, routine maintenance and replacement of fixtures, groundskeeping, snow shoveling, etc. Ensures library utilities, such as heating oil and water softening system, are functioning and maintained.
- Schedule and ensures library errands are completed on a regular basis, including: mail pick-up and delivery, waste and recycling disposal, redistribution or appropriate disposal of decommissioned materials, posting library flyers, etc.
- Other job-related duties as assigned.

Assists the Library Services Director with the following:

- Recruiting, training, and scheduling library volunteers for the circulation desk, work parties, and other functions.
- Ensuring that the library desk shifts are adequately staffed, including supporting volunteers in person or via phone during their shifts, covering desk shifts on a regular, scheduled basis, and substituting for volunteers who are unable to make their shift.
- Developing service plans that meet the current needs of the community while maintaining the health and safety of staff, volunteers, and patrons and in connection with City ordinances and Policy and Procedures.
- Cooperating with other organizations, locally and regionally, in the administration of library programs that contribute to the needs of the community. Examples include working with preschool, school, businesses and NPS to coordinate and develop opportunities for patrons of all ages.
- Seeking out funding and partnership opportunities that will help the library better meet the current community needs.
- Supporting the annual Summer Reading Program, including the hire and supervision of part-time assistants, scheduling, and data tracking.
- Writing and issuing public notices, news stories, and other communication regarding library functions and programs.
- Coordinating meeting room reservations and other library spaces for patron use.

Required Minimum Qualifications -Education and Experience:

- Graduation from high school or GED equivalent.
- One year of experience working with the public.
- General work experience involving leading, managing, training, and supervising workers or volunteers.
- Previous work experience in an administrative, accounting, or a similar capacity.
- Background in library operations (desired).



- Previous experience in grant-writing (desired)
- A general understanding of aspects of physical plant (building) mechanisms and mechanical systems (desired)

Desirable Knowledge, Skills, and Abilities:

Position requires knowledge, skills, and abilities in:

- Communicating with co-workers and the public effectively -orally and in writing.
- Establishing and maintaining effective working relationships with library or other volunteers, other employees, supervisors and the public.
- Basic computer skills using Microsoft software for word-processing and spread sheets. Adobe Office Suite skills preferred.
- Familiarity with budget preparation, wage and hour laws, and purchasing procedures.
- Strong organizational abilities.
- Creativity, flexibility, and effective critical thinking skills.
- Ability to multi-task and maintain professionalism during busy or stressful times.
- Ability to work cooperatively and non-judgmentally with people of all ages, backgrounds, and interests or beliefs.

Physical Demands:

The following are representative physical demands the Librarian is expected to encounter:

- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing, manual dexterity.
- The Librarian must frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors.
- Light maintenance and housekeeping.

Work Environment Conditions:

The Librarian may be exposed to the following work conditions:

- Equipment commonly used includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment.
- Tools include stepladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.
- An environment that may be very busy, with fluctuations of people and noise, with multiple simultaneous requests from patrons that may interrupt the librarian's previously scheduled plans.
- Groups of varying sizes, ages, and behaviors with different needs including large groups of children.
- Slippery conditions during periods of rain, snow, and ice in library parking lot and



walkways.

Notice

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, at City facilities, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

The City of Gustavus is an Equal Opportunity Employer