

City of Gustavus Library Director Position Description

Title: Library Director

Nonexempt Regular Part-time Position

This is an 0.75-time position, averaging 30 hours/week.

Pay: \$25.00/hour.

Supervisor: City Administrator

Summary: Under the direction of the City Administrator, the Library Director is responsible for all aspects of the library's operations. The Library Director supervises the Library Programs Coordinator, other library staff, interns, and volunteers.

Duties and Responsibilities:

Administrative:

- Manages collection development, including acquisitions, weeding, and evaluating donated materials. With input from other staff, selects and orders Library materials in response to community needs and interests, including materials for all ages, in a variety of formats, on a variety of topics.
- Updates Policies and Procedures on an as-needed basis.
- Manages Interlibrary Loans and maintains records of patrons requests and other relevant statistics.
- Prepares, in consultation with the City Administrator, Treasurer and Mayor, the draft Library annual budget, including operational and capital requirements.
- Administers the Library annual budget as approved by the City Council.
- Acts as purchasing officer for the Library. Controls departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Prepares and submits quarterly reports of Library activities to the City Council. Prepares and submits other reports as requested by the Council, Mayor, or City Administrator.
- Files an annual report of Library operations with the Alaska State Library.
- Manages contracts including technology support and custodial contracts.
- Develops community partnerships, writes grants, and solicits donations to support the efforts of the Library Programs Coordinator.
- Manages library subscriptions, including magazines, e-book/audiobooks, and McNaughton.
- Oversees the library online catalog, website, newsletter, social media, and email groups.

Supervisory:

- Hires, trains, and supervises Library Programs Coordinator, other library staff, interns, and volunteers. Provides training, ongoing support, and evaluation for staff and volunteers.
- Coordinates front desk operations (including evening and weekend hours); ensures that all desk shifts are appropriately staffed with volunteers and/or paid staff. Responds to volunteer/staff inquiries and requests for additional support during these shifts as needed.

Circulation:

- Aids at the front desk during open hours in absence of or in addition to other staff/volunteers. Duties include greeting visitors, answering the phone and emails, managing circulation, and answering patron inquiries.

- Provides technology assistance to patrons and volunteers, including assistance with computer use, teleconferencing, and audio-visual equipment.
- Proctors tests (driver license; certifications; distance-delivery classes).
- Works directly with individuals and groups to schedule meeting room reservations and other special requests.

General:

- Supports and promotes the concept of Intellectual Freedom.
- Strives to protect each patron's right to privacy, per AS 40.25.140.
- Maintains inventory and upkeep of Library equipment and facilities.
- Other duties as assigned.

Continuing Education

- As a requirement of the Alaska State Library Grant, the Director is compelled to complete no fewer than five (5) hours of continuing education each year.
- Stay up to date with library tools and best practices including digital resources, video conferencing equipment, and other programs.

Required Minimum Qualifications

Education and Experience

- High school diploma or GED equivalent (college degree preferred).
- One year of experience working with the public.
- General work experience involving leading, managing, training, and supervising workers or volunteers.
- Experience managing a budget.
- Background in library operations (desired).

Knowledge, Skills and Abilities

- Effective verbal and written communication skills.
- Able to maintain effective working relationships with volunteers, other employees, supervisors, and the public.
- Basic computer skills including Microsoft Office and familiarity with databases. Comfortable learning new technology skills.
- Must be able to multitask and have a strong attention to detail.
- Must be reliable, and available for some evening and weekend shifts.

Work Conditions

Tools and Equipment Used

- Equipment commonly used includes computers, printers, copiers, projectors, DVD players, telephones and fax machines, and video-conferencing equipment.
- Tools include stepladders; carpentry tools for light repairs; housekeeping equipment; lawn mowers; snow shovel during winter months.

Physical Demands

- Prolonged sitting or standing, as well as moderate lifting, carrying, reaching, stooping, pulling, pushing, manual dexterity, and ability to communicate clearly.
- Lifting and moving objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light housekeeping and maintenance including snow-shoveling in front of exits.

Work Environment

- Multiple simultaneous requests, large groups including active children, and periods of heavy noise and activity.
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways.

Notice

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.