

Department: Library	
Supervisor: City Administrator	
FLSA Status: Exempt	Union Status:
Grade: 12	
Prepared/Revision Date: September 2026	
Prepared by: City Administration	

Job Summary:

Serves as the chief executive officer of the public library, managing day-to-day operations, budgets, and staff while reporting to a board of trustees in accordance with applicable laws, regulations, and policies. Cultivates community partnerships and collaborations, and advocates for library services at all levels of government.

Scope of Responsibility:

Provides high quality library services through diligent fiscal management, strategic planning, innovative programming, and resource management. Works collaboratively with businesses, educational systems, regional organizations, and non-profits to increase community impact while maximizing return on investment.

Essential Duties and Responsibilities:

1. Personnel Management
 - 1.1. Interviews, hires, and trains staff.
 - 1.2. Plans, assigns, and reviews staff roles based on changing library needs.
 - 1.3. Provides coaching, feedback and evaluation of staff performance.
 - 1.4. Resolves staff conflicts and concerns.
 - 1.5. Determines and implements staff discipline.
 - 1.6. Prepares staffing schedule and maintains time card records.
 - 1.7. Ensures adherence to safe work practices and procedures.
 - 1.8. Oversees the work of volunteers, contractors and vendors.
 - 1.9. Facilitates and supports staff growth and development through ongoing education and professional enrichment opportunities.
 - 1.10. Arranges necessary and appropriate training for library staff and volunteers.
 - 1.11. Implements consistent staff communication via regular meetings and communication boards.
2. Administration
 - 2.1. Generates and updates library procedures to align with statutes, regulations, library tenants, and board policy.
 - 2.2. Creates and maintains the Library Operating Guide to assist staff and volunteers with expected library procedure.
 - 2.3. Maintains facility safety and accessibility.
 - 2.4. Oversees building and ground maintenance, including cleaning as needed.
 - 2.5. Collects, assesses, and maintains library data for local and state reports.

- 2.6. Completes and submits library annual state report.
 - 2.7. Distills data into usable formats for boards, local governments, and granters.
 - 2.8. Utilizes data to tell the library's story within the community and at all levels of government.
 - 2.9. Corresponds with donors, funders, and other entities as necessary.
 - 2.10. Assesses and plans for the ongoing physical and technology needs of the library.
 - 2.11. Ensures library follows data retention policies as a public entity.
 - 2.12. Ensures library provides accessible facilities, resources, and services.
 - 2.13. Keeps the community updated on library happenings via a column in the newspaper.
 - 2.14. Approves staff communication with the public including flyers social media posts, and media content.
 - 2.15. Creates and maintains social media connections including web development.
 - 2.16. Works with a variety of vendors to procure best prices for inventory and supplies.
3. Operations and Patron Management
 - 3.1. Implements policies set out by the board.
 - 3.2. Directs and oversees daily library activities, including customer service and programming.
 - 3.3. Surveys and assesses community needs and uses feedback to guide strategic plans, annual action plans, and new library services.
 - 3.4. Leads library staff in reaching or exceeding annual goals as set forth in yearly action plans.
 - 3.5. Manages patron conflict between other patrons or staff.
 - 3.6. Addresses and tracks patron complaints.
 - 3.7. Enforces patron behavior policies.
4. Financial Management
 - 4.1. Creates and executes annual budget with library board and city council.
 - 4.2. Addresses library funding needs at local and state levels.
 - 4.3. Tracks fund allocations.
 - 4.4. Prepares and oversees finances including, fee collections, deposits, basic accounting, and policies.
 - 4.5. Writes, implements, and reports on grants.
 - 4.6. Maintains department inventory, including collection of overdue materials and associated fees.
 - 4.7. Collects and analyzes financial data, and distills data into usable formats for boards, local governments, and granters.
 - 4.8. Creates and maintains financial records for local and state reporting.
 - 4.9. Completes and submits state annual report.
5. Collection and Programming Management
 - 5.1. Oversees the selection, maintenance, and weeding of physical and digital resource collections.
 - 5.2. Assesses condition of damaged materials and assigns replacement costs as needed.
 - 5.3. Creates, plans, and implements library programming: assesses community needs and library trends, finds and contracts with vendors, schedules events, organizes presenters and vendors leading up to and during events, and promotes events.
 - 5.4. Cultivates and collaborates with community partners to maximize impact and reach of programs.
 - 5.5. Promotes programming, education, literacy, and learning through various means including written literature and speaking engagements.

5.6 Assesses and responds to patron Statements of Concern regarding library materials or programs.

6 Library Customer Service

- 6.6 Adheres to data privacy and patron confidentiality mandates.
- 6.7 Performs circulation desk duties such as assisting patrons, shelving materials, and answering phone calls.
- 6.8 Facilitates and educates patrons with use of technology.
- 6.9 Connects patrons with relevant materials and resources, through readers' advisory, reference services, etc.
- 6.10 Maintains physical spaces as needed, including straightening and organizing shelves and displays, as well as overall library layout to maximize customer access.
- 6.11 Prepares material for delivery by pulling holds and packing shipments in accordance with Plum Creek's policies and procedures.
- 6.12 Assists patrons with copier services such as faxing and emailing documents.

7 Advocacy and Board Relations

- 7.6 Advocates for library services at municipal, county, and state levels, either in-person or through correspondence, including testifying at state legislative sessions.
- 7.7 Serves as a liaison and/or ex-officio member of local and regional library boards.
- 7.8 Participates in library organizations at the local, state, and national level.
- 7.9 Presents at local, regional, and state library conferences as able.
- 7.10 Attends and facilitates regular library board and friends of the library board meetings.
- 7.11 Develops library policies for patrons and staff with Board input.
- 7.12 Facilitates the development of the library's strategic plan and annual action plan.
- 7.13 Implements, measures, and assesses annual action plan items and reports to Board.

8 Other Duties as Assigned or Apparent

- 8.6 Attends meetings and trainings.
- 8.7 Collaborates with outside individuals, organizations and businesses to address community needs and provide services to all individuals and entities.
- 8.8 Participates in community events as a partner or collaborator to bring awareness to library services.
- 8.9 Maintains professional knowledge through continuing education, workshops, conferences, and participation in professional organizations.
- 8.10 Serves on Plum Creek Library System and Prairielands Library Exchange committees and focus groups.

Minimum Qualifications:

Masters in Library Science and three to five years of progressive responsibility within the library field including managerial or administrative experience; or the equivalent work, education, and business acumen. Must be able to work flexible hours including evenings and weekends.

Key job characteristics include knowledge of the laws, rules and regulations governing the operation of a public library in Minnesota; knowledge of library organization and procedures; knowledge of the principals of library administration; ability to communicate effectively in written and verbal form;

strong leadership qualities; knowledge of library technology; and strong community relations and advocacy skills.

Preferred Qualifications:

Fluent in Spanish. Successful grant writing experience. Membership in community or civic organizations.

Supervisor Accountabilities:

Supervision

- Manages and directs the department staff, the work and the work activities of the employees in alignment with the vision and direction of the City.
- Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.
- Monitors and documents the work performance of assigned personnel on a timely and continual basis, conducts effective coaching, reviews performance, and takes corrective action whenever necessary.
- Delegates responsibility and authority.
- Responsible for scheduling work assignments, tracking and approving hours of work.

Staff Development and Motivation

- Conducts or oversees training for current and new employees to ensure established procedures are clearly understood and followed.
- Continually monitors results being achieved in assigned areas; provides the necessary tools and coaching to create a cohesive team.
- Creates a working climate in which assigned personnel are motivated to develop their working knowledge, skills and abilities, and demonstrates by personal example the desired standards of conduct and work performance.

Safety Conscious

- Enforces all safety rules, regulations and procedures. Provides training as necessary.
- Processes incident/accident reports within time constraints; investigates incidents/accidents to determine causes.
- Actively participates in and supports the safety and health programs.
- Makes certain that equipment, tools and machinery are used and maintained properly.

Core Competencies and Abilities:

Quality of Work

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.

- Develops and maintains good working knowledge of job responsibilities and prescribed procedures which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- Exhibits good organizational and time management skills; plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently; demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- Demonstrates knowledge and actions consistent with the City's values and the City's code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

Customer Service

- Provides information, options and/or solutions to inquiries, concerns and/or requests from the diverse public in a respectful manner.
- Maintains the City's reputation of providing a high-level of customer satisfaction.

Communication

- Demonstrates the ability to develop and maintain working relationships to produce results and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

Safety

- Maintains a safe work environment by complying with City safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

Accountability and Dependability

- Adheres to all City policies and procedures.
- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality in accordance with City and Department requirements.

Certificates, Licenses, Registrations:

Certifications or trainings required or ability to receive within first year of employment: First Aid, CPR, AED, Naloxone training, approved conflict management training, ILS training through Plum Creek Library System, and Minnesota state approved Collection Development training.

Physical Demands & Working Conditions:

Most work is performed in a normal library environment. The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this position include close, distance, color, peripheral and depth vision. Must work flexible hours including evenings and weekends.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council and the City Administrator retain the discretion to add duties or change the duties of this position at any time.