

LIBRARY DIRECTOR

NATURE OF WORK

This is administrative and professional library work in managing the Library Department and public library system.

Work involves responsibility for planning, directing and coordinating all activities of the Library Department and library system. Subject to the general policies established by the Library Board and the mayor, the employee in this class is responsible for planning the long term development of the library program. Considerable authority for performance of administrative activities is delegated and the major emphasis for the work is for the overall administration and coordination. Supervision is exercised over a staff of professional, sub-professional, clerical, and semi-skilled employees. Work is performed under general direction of the Library Board and the mayor.

EXAMPLES OF WORK PERFORMED

Studies methods and makes plans to develop the services of the Library Department and library system to meet more effectively the present and future community needs.

Plans new library buildings and facilities including their location and furnishings.

Presents official reports keeping the appropriate city officials and the library board informed about library operations and services.

Instructs supervisory personnel in general policies and procedures and conducts staff conferences and meetings.

Confers with and advises staff on problems related to the administration of the Library department services.

Coordinates library activities with other city departments.

Confers with other state, county, municipal officials, citizens, clubs, and other community organizations, explaining the library system objectives, policies, and services.

Participates in community activities and programs, presenting lectures and talks about library services.

Prepares and has a thorough knowledge of the annual budget estimate for review by the library board and the mayor for submission to the City Council.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles, methods and practices of library administration including support of intellectual freedom.

Extensive knowledge of community needs and interests in relation to library services including sensitivity to a diverse community.

Thorough knowledge of reader interest levels and a wide knowledge of books, authors and non-print materials.

Thorough knowledge of sound methods of management in relation to the operation of a growing public library system.

Experience in establishing and maintaining effective working relationships with community leaders, public officials, professional groups and the general public.

Ability to lead in times of significant change.

Ability to analyze library needs and to evaluate library services.

Ability to speak and to write effectively.

Ability to maintain positive staff morale.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a completion of an accredited master's degree in library science; and thorough experience in professional library work in a supervisory capacity with multiple buildings or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Eligible for Nebraska Library Commission Public Librarian Certification Level V.