

## **Library Director Job Summary**

This position is responsible for directing the day-to-day operations, programs and services of the Delta Community Library, a department of the City of Delta Junction. Work is performed and duties are carried out in accordance with established policies and procedures, with a focus on these core values: Professionalism, Accountability, Customer Service, Dedication, Integrity, Responsiveness and Teamwork.

### **Major Duties**

- Serve as on-site Director for the Delta Community Library; coordinate library services and facility usage; negotiate contracts for library services, materials, and equipment; coordinates and oversees facility and grounds maintenance; respond to on-site facility emergencies.
- Hire, train, assign, direct, schedule, supervise, evaluate and discipline library personnel.
- Manage the library collection; read and evaluate materials for purchase; analyze patron requests for purchases; select and order items; classify and catalog items; add, edit and delete items from the online catalog and circulation system. Evaluate, maintain and weed collections and archives.
- Represent the library and the City of Delta Junction at meetings with other libraries, boards, agencies, teachers, school district administrators, parents, community organizations, and local, State, Legislative and Military officials; participate in Alaska Library Network and Alaska State Library teleconferences, attend Continuing Education training and conferences.
- Serve as ex-officio member of the Delta Library Association board, providing advice, recommendations and assistance. Keep the board informed of library needs, help the Association plan and achieve long-range goals, and maintain policies and procedures. Serve as a liaison between the Board and the City, the public and the library.
- Coordinate with the City Finance Officer, City Administrator and Fort Greely Non-Appropriated Funds office in the development of annual budgets; direct and control the expenditure of library funds, revenues received, and monitor all budgetary expenditures.
- Under the supervision of the Alaska State Library E-Rate Coordinator, verify, submit and monitor yearly E-Rate telecommunications applications, contracts and related activities for the Delta Library. The Director acts as the local department authority and compiles, maintains and retains all E-rate physical and computerized reports, records and other documents as required in compliance with the FCC's Universal Service Fund. Also, serve as liaison with vendors, businesses, consultants, contractors and professional organizations that provide services to the library through the E-rate program.
- Prepare, write, monitor reports; seek, apply for and implement grants, including follow up reports of statistical information; prepare all library correspondence;

maintain files and records; oversee the preparation of daily, weekly and monthly system reports for personnel, equipment and materials; manage and monitor all library social media accounts, to include maintaining and designing content for the internal and external website.

- Provide assistance to patrons in locating materials, using library technology and the using computerized databases and devices.
- Research reference inquiries; supervise inter-library loan services.
- Oversee the development, implementation and publicity of library programs including programs for children, youth, adults and home school students.
- Plan and participate in library fundraising activities.
- Assist in the development and implementation of library policies and procedures, both locally and across Alaska.
- Procure, manage and coordinate the maintenance of computers, servers, WiFi hotspots and other electronic devices.
- Ensure compliance with occupational safety and health regulations applicable to area of responsibility, including but not limited to: proper facilitation of Bloodborne Pathogens Program; proper use and maintenance of personal protective equipment; Safety Data Sheet books, inspection reports, training records, and hazard documentation; supervises preventive programs and ensures that corrective actions are properly implemented.
- Provide supervised and secure test proctoring and monitoring services for Distance Education students, Alaska Online Traffic School, Government training schools, and other agencies.
- Perform other related duties.

### **Knowledge required**

- Knowledge of library science, technical services and administration.
- Knowledge of current library technology.
- Knowledge of accounting and budget management principles.
- Knowledge of collection management principles.
- Knowledge of library reference service principles.
- Knowledge of State of Alaska statutes on libraries and patron confidentiality.
- Knowledge of computers and job-related software programs.
- Knowledge of local, state and federal occupational safety and health regulations applicable to area of responsibility.
- Skill in employee management and supervision.
- Skill in the use of an automated library system.
- Skill in interpersonal and public relations.
- Skill in report preparation and presentation.
- Skill in oral and written communication.

### **Supervisory Control**

The City Administrator assigns work in terms of very general instructions. The Administrator spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### **Guidelines**

Guidelines include American Library Association guidelines, Alaska State Library laws, statutes, recommendations and policy, City policies and procedures, and OSHA regulations, to include any industry consensus standards. These guidelines require judgment, selection and interpretation in application.

### **Contacts**

Contacts are typically with coworkers, other City personnel, elected and appointed officials, representatives of other libraries, vendors, business leaders, educators, members of the Military, and the general public. Contacts are typically to give or exchange information, resolve problems, and provide services.

### **Physical Demands of Work Environment**

The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, familiarity with numbers and the Dewey Decimal System, the ability to distinguish between shades of color, and utilizes the sense of smell. Employee will frequently monitor and/or operate a keyboard for extended periods of time. The work is typically performed in a library.

The work consists of varied duties in directing the day to day operation of the Delta Community Library and in providing library service to all patrons. Performing multiple tasks simultaneously contributes to the complexity of the position. Successful performance in this position assures the effective and efficient operation of the library.

### **Supervisory and Management Responsibility**

This position has direct supervision over assigned library staff and volunteers.

### **Minimum Qualifications**

- Bachelor's degree in Librarianship or a course of study related such as Education, in accordance with the Alaska State Library guidelines for a Library Director in a community the size of Delta Junction. Master's degree in Library Information Science preferred.

- Five (5) years of progressively responsible experience in the occupational field, sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, including one year of supervisory experience.
- Possession of a valid driver's license issued by the State of Alaska for the type of vehicle or equipment operated is required.