

HEWITT TEXAS

Job Title: Library Director
Department: Library
Location: Hewitt Public Library
Reports to: City Manager
Date: 3/13/2018

Grade: 18	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under administrative direction from the City Manager, the Library Director directs and manages the operation of the City's library system. Provides direction and vision to the Library's administrative team in the operation of the Library. Oversees Library operations and the delivery of Library services, programs, and activities.

Essential Functions: Design, implement, and evaluate Library programs and services. Be responsible for the operations of the library and the development and implementation of its service programs, including: assisting the board with long-range planning and policy development; managing all library resources; organizing the acquisitions, access, storage, and control of collections; designing and implementing service and programs for users of all ages; and overseeing the maintenance and safety of the physical library. Interpret objectives, plan and organize new activities, and coordinate all library functions. Develop a technology plan and a 5-year long range plan for the library. Align Library policies and procedures with City policies and procedures.

Monitor the Library's organization and staffing to be responsive to citizen needs, expressed and anticipated. Respond to and resolve customer complaints, concerns, and questions regarding Library policies and procedures. Prepare and make arrangements for talks and conferences with civic, educational, and other interested groups.

Recruit, select, supervise, evaluate, counsel, and discipline assigned staff in accordance to City policy and state and federal law. Make hiring, termination, and disciplinary decisions for all library staff. Oversee recruitment and interviewing of Library staff.

Select and direct staff in the selection of materials for all media and all age groups, based on the library's approval collection development policy. Catalog or direct staff to classify

library materials according to accepted standards and maintain the public catalog. Oversee the shelving and organization of materials. Oversee overdue notices to users with overdue or lost materials.

Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or specific topics. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library. Assist and guide local volunteer groups who wish to help with library promotion, fundraising, and enhancement of services.

Oversee preparation, administration, and monitoring of the department budget. Conduct research and apply for grants and additional funding sources in order to supplement funding of library operations and development. Assess the adequacy of existing facilities in regard to the provision of automated services and report findings to the Community Services Director and/or City Manager.

Attend and participate in professional group meetings. Stay abreast of new trends and innovations in the field of library management. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Excellent interpersonal skills. Ability to effectively communicate ideas and information in both verbal and written form. Ability to work with governing boards, community groups, and elected officials. Possess knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances. Ability to supervise staff and volunteers and delegate responsibility in an effective manner. Ability to read and comprehend print information, including technical, statistical, and financial information. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases. Ability to understand and implement instructions and directions. Ability to establish and maintain proper priorities and meet deadlines.

Required Education, Experience, and Qualifications: Bachelor's Degree in Library and Information Science from an American Library Association accredited institution. Eight years of increasingly responsible public library management and administrative experience, including four years of supervisory experience. Or an equivalent combination of education and experience. Possess a valid Texas driver's license.

Preferred Education, Experience, and Qualifications: Master's Degree in Library Science or a related field. Membership in Central Texas Library System. Membership in American Library Association.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 50 pounds.

Machines, Tools, and Equipment: Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, personal digital assistant, other standard office equipment, and personal or department vehicles.

Expected Hours of Work: Hours of work are Monday through Friday, 8am to 5pm. Occasional evening and weekend work may be required as job duties demand.

Work Conditions/Environmental Factors: Work is typically performed in a standard office environment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____