

POSITION DESCRIPTION

City of Brewer

Class Title: Library Director

Department: Library

Updated: August 9, 2016

JOB PURPOSE

This is highly responsible administrative work involving the direction of a broad range of public Library functions.

Work involves responsibility for the management of a public Library collection and for the provision of Library services to patrons and community organizations. Duties include policy recommendation, departmental planning, strategic budget management, and direction and administration of Library activities. The position is also invested with making the most difficult Library technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public Library field. There is also building responsibility and organization required.

SUPERVISION RECEIVED

Works under the administrative direction of the City of Brewer City Manager and the City of Brewer City Council.

SUPERVISION EXERCISED

Direct interviewing, hiring, training, and supervision of all Library personnel, volunteers, and contracted workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drafts and recommends policy to the City of Brewer and plans for the implementation of public Library goals, programs, and objectives.
- Seeks continuing education in order to remain abreast of legal and social developments in the library field.
- Protects patron and staff privacy by recommending and administering appropriate policies, in keeping with local, state, and national laws.
- Directs the operations of Adult, Technical and Children's services at the Library and directly supervises all outreach services.
- Evaluates and administers Library programs such as circulation, reference, technology assistance, reader's advisory services, children's and youth services, community services, and public information.
- Directs the development and maintenance of a public Library collection of books, periodicals, records, films, tapes and a variety of other Library materials, including archival materials.

- Directs the development, repair and maintenance of the Library building(s).
- Provides staff support to the Library Association by assisting with and attending meetings, preparing reports, and advising the Board of Directors of the Library Association.
- Prepares the annual departmental budget, and presents and defends budget requests as requested by the City of Brewer City Council.
- Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Confers with state agencies, other public libraries, corporations, and community groups in the development of Library programs for the City and assists in coordinating interlibrary program efforts.
- Prepares various kinds of narrative and statistical reports on finances or inventory as required by the City of Brewer, the City of Brewer City Council, the Maine State Library, and other regulatory agencies; utilizing a computer, Alexandria Circulation, and the City of Brewer financial system, MUNIS.
- Confers with City officials and the general public to provide information and to resolve problems and complaints.
- Directs and participates in personnel actions such as hiring, termination, assignments/scheduling, evaluation, staff meetings, labor relations, and training of Library staff in technical and administrative Library skills.
- Administers Library services through staff in the functional areas of information services, loans, acquisitions, events, instruction, equipment repair, video and other communications projects, and facilities management.
- Serves as Library's Passport Facility Program Manager, maintaining all certification, serving as liaison to the National Passport Center, overseeing administration of all required facility standards, and supervising other passport agents.
- Represents the Library on regional and state committees and serves as the City of Brewer's authority on Library issues; performs related work as required.
- Maintains Library database and computer systems as necessary.
- Develops system improvements as needed.
- Administers personnel regulations.
- Presents, facilitates, and attends special programs, such as book reviews, family programs, lectures, book clubs, and instructional activities to extend Library services and facilities into the community.
- Works with the City of Brewer Technology Department to oversee, edit, and update the Library webpage and social media pages.
- Attends night meetings as required by position.
- Oversees collection and deposit of all monies associated with Library use (fines, nonresident fees, copier fees, passport fees, etc.).

- Actively searches for and applies for grants to enhance Library services.
- Carries out all directives of the City Manager.

Special Requirements - Position Overview

Plans, organizes, and directs a comprehensive program of community Library, informational, educational, cultural, communications and related services; oversees the care and maintenance of the City of Brewer Library building(s), equipment, and systems; and formulates Library policies and programs for review under the direction of the City Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible Library administration experience including at least three years in a supervisory capacity
- OR
- An equivalent combination of education and experience substituting on the basis of one year for each year of education.

Knowledge, Skills and Abilities:

- Thorough and excellent ability to communicate in both verbal and written formats.
- Ability to read, analyze and interpret business and professional journals, financial reports and legal documents.
- Skill in sensitively and effectively responding to inquiries and complaints from patrons, regulatory agencies, City of Brewer departments, the City of Brewer City Council, and the business community.
- Ability to effectively prepare and present information to top management and public groups.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to appropriately deal with a variety of abstract and concrete variables.
- Thorough knowledge of the principles and practices of public Library functions.
- Thorough knowledge of the principles and practices of public administration as applied to a public Library.
- Thorough ability to administer the activities of a public Library and to supervise the work of others.

- Thorough ability to make decisions in an environment of limited resources and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

TOOLS AND EQUIPMENT USED

Library computer system, MUNIS (City of Brewer finance software), Alexandria (Library circulation software), wireless router, personal computer, calculator, copier, fax machine, scanner, and cash register.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands, fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms and bend knees and at the waist. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions. The noise level in the environment is generally quiet.