

## **NORTH SIOUX CITY COMMUNITY LIBRARY JOB DESCRIPTION**

**Job Title:** Library Director

**Department:** Library

**Supervisor:** City Administrator and City Council

**Supervision Exercised:** Directly Supervises all Library Employees

### **Summary:**

The Library Director position is the supervisor of the North Sioux City Library. The position involves highly responsible administrative work involving the supervision of library staff, department planning, policy recommendations, citizen interactions, and directional planning for the library. The work requires that the employee have knowledge, skill, and ability in the public library field.

This is a full time position. The director will be expected to work some nights and weekends to accommodate the schedule of the library.

### **Duties include but are not limited to:**

- Drafts and recommends policy to the City Administrator and City Council while planning for the implementation of public library goals and objectives
- Evaluates and administers library programs such as circulation, reader's advisory services, children's services, community services, summer reading programs, public information, and adult and children's programming
- Directs the development, repair, and maintenance of the Library building
- Prepares, presents, and defends the annual department budget in conjunction with the City Administrator
- Directs and controls the expenditure of department funds within the constraints of approved budgets
- Confers with state agencies, other libraries, and community groups in the development of library programs and interlibrary programs
- Responsible for providing public information and resolving problems and complaints

- Directs and trains library staff in technical, programming, and administrative library skills
- Directs and participates in personnel action such as hiring, termination, assignment, evaluation, training, and labor relations of library staff and volunteers
- Collection development: both print and not-print materials for adults and juveniles
- Assisting patrons with technical services including, but not limited to, computer, tablet, and phone guidance
- Preparing required annual reports
- Developing outreach services
- Developing adult and juvenile programs
- Ability to attend City Council meetings

### **Knowledge, Skill, and Abilities**

- Knowledge of the principles and practices of public library functions
- Ability in oral and written communications
- Ability to administer the activities of a public library and supervise the work of others
- Ability to make decisions in an environment of limited resources and competing interests
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, elected officials, and the general public.
- Ability to efficiently and effectively present information in one-on-one, small group, and large group situations with patrons, vendors, and employees
- Ability to apply a common sense understanding of instructions

### **Education**

Bachelor's degree in Library Sciences, English, Literature, or related field. At least one year experience working in a public library or related field preferred.

### **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. The employee must have the ability to sit and stand for extended periods of time. The employee must have the ability to lift 40 pounds without assistance. While performing the duties of this job, the employee is regularly required to walk, use hand to fingers, handle or feel, reach with hands and arms, and talk and hear. The employee frequently is required to climb, balance, stoop, kneel and crouch. Specific vision abilities required for this job include close vision work for computers and reading.

## **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 with disabilities to perform essential functions. Work atmosphere will be in the library and in an office type setting.

## **Salary and Benefits Information**

The North Sioux City Library Director position is eligible for a full city benefits package. This includes health and dental insurance, SD Retirement, Aflac eligibility, HSA, gym membership, and other benefits.

Starting salary range is DOQ

Closing date is June 22nd. Please provide cover letter, city application, 3 professional references, and professional resume. Applications can be submitted at North Sioux City City Hall, emailed to [cityofnsc@northsiouxcity-sd.gov](mailto:cityofnsc@northsiouxcity-sd.gov), or mailed to 504 River Dr., North Sioux City, SD 57049 attn: Library Director Application

Applications can be found online at [www.northsiouxcity-sd.gov](http://www.northsiouxcity-sd.gov), picked up in person at the North Sioux City City Hall, or you can request a faxed copy by calling 605-232-4276