JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Library Director</th>
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<tbody>
<tr>
<td>Department</td>
<td>Marion Public Library</td>
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<tr>
<td>Reports to Position</td>
<td>City Manager / Library Board</td>
</tr>
<tr>
<td>Location</td>
<td>Marion Public Library</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>5/3/2018</td>
</tr>
<tr>
<td>Civil Service</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Salary</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a professional position with the rank of department head within the municipal government system. Customer service is fundamental to the mission of the Marion Public Library. Additionally, it is the responsibility of the library director to manage the staff, physical facilities, services, and financial operation of the library in accordance with the policies established by the board of trustees and city administration. The library director is accountable for all library activity and reports to the library board.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Directs the development and implementation of strategic and long-range plans for the library consistent with the city’s long-range plans and with library-specific visioning
- Develops and administers the library budget; approves expenditures and implements budget adjustments as appropriate and necessary
- Assumes management responsibility for all library services and activities, identifies and assigns staff responsibilities, and recommends and administers policies and procedures
- Reviews and evaluates work methods and procedures; meets with leadership staff to plan for change and to identify and resolve problems
- Coordinates selection, training, and evaluation of all library personnel; evaluates and determines staffing needs
- Coordinates implementation of new services and programs
- Provides governance assistance to the board of trustees; meets with the board of trustees at regular and special meetings and prepares materials and reports
- Represents the library by attending or designating attendees to meetings such as: board meetings, Friends meetings, library foundation meetings, city staff meetings, council meetings, library and state library association meetings, etc.
- Explains, justifies, and defends library services, policies, and activities; negotiates and resolves sensitive and controversial issues
- Responds to and resolves sensitive citizen inquiries, comments, and complaints, including behavior problems
- Participates in community activities to coordinate with and promote library services
- Responds to operational problems and alarms at the library during all hours of the day or night
- Performs other duties as required or assigned

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Ability to prioritize hospitality, service curation, and shared joy into strategic management
- Ability to think flexibly about service provision and the future of libraries
- Passion for implementation of patron-driven services
- Bold in approach to risk-taking in service design and talent development
- Ability to work effectively with diverse populations
- Enthusiasm for leading change
- Ability to be flexible and to adapt to a changing environment
- Ability to act and lead with political savvy
- Voracious curiosity
- Ability to determine the gravity of interactions and intercede appropriately
- Knowledge of principles and practices of library and information science
- Knowledge of principles and practices of public administration and management
- Knowledge of public sector and municipal budget development and administration
- Knowledge of personnel management and conflict resolution
- Knowledge of interpersonal communication
- Familiarity with library and office information technology
- Familiarity with applicable U.S., state, and municipal public finance, laws, and regulations
- Familiarity with U.S. and state level library and information policy
- Familiarity with grants, grant writing, and alternative public library funding sources
- Ability to plan, organize, direct, and coordinate staff
- Ability to select, supervise, train, and evaluate staff
- Ability to delegate authority and responsibility
- Ability to identify and respond to community and organizational issues, concerns, and needs
- Ability to analyze the community's needs for library services and programs
- Ability to prepare and present public presentations
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Ability to interpret and apply federal, state, and local policies, laws, and regulations
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships
- Ability to follow all safety rules and regulations

### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to sit, bend, stoop, reach, stand, push, pull as required
- Physical agility, strength and dexterity necessary for handling library materials up to 35 pounds.
- Dexterity to use basic technology equipment, including a keyboard, mouse, and touchpad
- Interpersonal skills and cognitive flexibility to interface with a variety of internal and external customers in diverse, sometimes high-stress, situations
- Executive functioning skills appropriate for a busy, fast-paced environment
- Work includes reading library materials and computer screens, working with all library equipment, moving throughout the library, and working directly with patrons, staff, and volunteers.
- Work also may involve frequent interruptions, high stress situations, and working alone.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Graduation from a four-year college or university and MLS from an accredited library school, or its equivalent, is required.
- Five years public library and administrative experience is preferred.
- State of Iowa Public Librarian’s Certificate is required.
- A valid driver’s license is required.

### WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week with occasional work outside of regular library hours, including weekends.
- Work outside the facility may include community festivals, city meetings, and responsibilities, and presentations to professional or service organizations.
- May be required to work some overtime upon demand of workload

<table>
<thead>
<tr>
<th>REQUIRED BACKGROUND CHECKS</th>
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<tbody>
<tr>
<td>List working conditions for this position:</td>
</tr>
<tr>
<td>- Sex Offender Registry</td>
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<tr>
<td>- Criminal Background Check</td>
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<td>- Drug Screening</td>
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<tr>
<td>- Driving Record</td>
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<tr>
<td>- Pre-Employment Physical</td>
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