

## Marshall-Lyon County Library Job Description

POSITION TITLE: Library Director	DATE: September 2009
DIVISION: Marshall-Lyon County Library	FLSA STATUS: Exempt
ACCOUNTABLE TO: Marshall-Lyon County Library Board	UNION STATUS: NA

### SUMMARY OF POSITION

Administer, manage, direct, and market the Marshall-Lyon County Library system, which includes libraries in Marshall, Balaton, and Cottonwood, as well as outreach services to residents of the county, in order to provide superior customer service to meet the present and future needs of the community. This position involves complex administrative, supervisory and professional duties requiring independent judgment and decision making in planning, directing, and coordinating all the activities of the library system. Also requires adherence to professional standards, as well as accuracy, confidentiality, integrity and tact.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, manage, organize, and administer the resources and services of a city/county library system in a manner that will most effectively and efficiently meet present and future community needs and achieve the library's mission, values, and strategic plan goals and objectives; investigate and implement new library techniques and procedures when appropriate; review goals and measure accomplishments and effectiveness.
2. Devise and implement methods of assessing needs, preferences, and tastes of the public for library services and materials on a continuing basis; evaluate existing programs and practices; establish programs and services for the library consistent with community expectations; review and approve adult and children's service programs and activities; oversee the selection, acquisition and development of library collections and access which respond to the evolving needs of all community members; approve acquisitions of library materials; oversee evaluation and weeding of library collections.
3. Recruit, select, motivate, and direct the training and supervision of library employees and volunteers to assure the most efficient use of their skills and time while providing customer service excellence to library users; plan and organize workloads and staff assignments; support and coordinate continuing training and development of staff members; conduct regular staff meetings and in-service training; develop, review, and conduct regular personnel performance appraisals, investigate grievances and manage disciplinary actions and terminations; instruct library staff in general policies and procedures; oversee the maintenance and repairs of the physical plant, grounds, and equipment.
4. Gather, interpret, and prepare data for library studies, reports, and recommendations; prepare regular reports and statistics on current usage and future needs; prepare all library reports as required by the federal, state, and local government; share pertinent information with funding agencies, the Library Board, staff, and the community.
5. Market the library through various means including public service announcements, posters, brochures, correspondence, newspaper columns and articles, radio and public access television programs, speaking to groups and organizations, and other venues.
6. Serve as an ambassador to the community; promote the materials and services of the Marshall-Lyon County Library to increase library usage and support; establish and maintain effective, positive working relationships with library stakeholders, elected officials, and the community; respond appropriately to inquiries and complaints; foster appropriate cooperative relationships with area libraries, businesses, and community organizations; represent the library in civic and community organizations, as well as on various library-related committees and groups; participate and attend library-related meetings, workshops, planning sessions, and seminars; participate actively in state and national professional organizations to keep abreast of current library practices and technical advances; serve as liaison to the Friends of the Marshall-Lyon County Library and the Marshall-Lyon County Library Foundation.
7. Carry out the Library Board's policies and recommendations; attend Library Board and Board Committee meetings; present written and verbal reports keeping the Library Board informed about all pertinent issues, including library operations and services; propose recommendations to the Library Board regarding library policies and effective operating procedures; communicate and interpret Board policies to the library staff and the community.
8. Develop, recommend, explain, and defend an annual Library budget to the Library Board, City Council, and County Board of Commissioners; oversee budget administration; provide sound fiscal management while seeking to improve library services and collections in a fiscally responsible way; research, solicit, and administer supplemental funding for various library programs through grant writing, planned giving, requests to service organizations and other means.
9. Develop, implement, and monitor a strategic planning process resulting in a shared vision for the library with clear and visionary objectives for the accomplishment of evolving library services for the community; analyze needs, develop and implement plans of growth, use, and development of library facilities, materials, and services in accordance with the needs

- of the residents of the community.
10. Be aware of state and federal laws relating to public libraries and play an active role in initiating and supporting beneficial library legislation; advocate library services and access to information locally, statewide, and nationally; participate in Library Legislative Day in St. Paul.
  11. Attendance is an essential function of this position.
  12. Perform other duties as assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **MINIMUM QUALIFICATIONS**

- A. Master's of Library Science degree.
- B. Successful management experience in libraries and experience developing and managing a budget.
- C. Maintain a valid MN Class D Driver's license.

### **DESIRABLE QUALIFICATIONS**

- A. Master's of Library Science degree from a program accredited by the American Library Association.
- B. Five (5) years progressively responsible library experience, including three (3) years experience in library administration.

### **ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the principles, methods, and practices of contemporary library administration and personnel management, and current developments in automation.
- Thorough knowledge of library collection classification and selection techniques.
- Knowledge of principles and practices of budgeting and financial management.
- Knowledge of state and federal laws relating to public libraries.
- Knowledge of library trends, services, technology and equipment.
- Knowledge of community needs and interests in relation to library services.
- Knowledge of grant writing and fundraising techniques.
- Strong customer service orientation with passion and enthusiasm for public library service.
- Exercises good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Managerial skills: Competency to develop clear and appropriate objectives, plans and procedures. Competency to use information to evaluate alternatives and select the most appropriate decision. Organizational skills, accuracy, attention to detail, and consistency.
- Planning skills.
- Financial skills: Ability to present budgetary and financial information in an organized and understandable manner. Ability to read and understand accounting statements. Capacity to monitor financial accounts, identify expenditure patterns and take or recommend corrective action.
- Interpersonal skills: Capacity to understand and be sensitive to the needs of individuals. Capacity to interact with others in ways which strengthen and build good feelings. Ability to supervise professional, technical, and clerical staff.
- Communication skills: Ability to present ideas and recommendations clearly and convincingly. Ability to write effectively in a clear, readable manner with appropriate style, format, organization, and grammar. Ability to speak and listen effectively in one-on-one and group situations.
- Leadership skills: Strong leadership ability, including team building, morale boosting, consensus building and other modern human resource management skills.
- Ability work well with people, to build strategic partnerships and community coalitions, and to foster positive relationships.
- Ability to analyze library needs, evaluate library services, and develop library programs to meet the needs of the community.
- Ability to develop budget estimates and prepare statistical reports and summaries.
- Ability to recognize and set priorities and to use initiative and independent judgment in a wide variety of situations.
- Ability and willingness to lead and develop new approaches to library service.
- Ability to demonstrate initiative, to solve problems, to maintain confidentiality.
- Ability to effectively lead, direct and supervise staff activities.
- Ability to maintain effective working relationships with the Library Board, staff, elected officials, and the public.
- Ability to interact well with others and to treat them with tact, courtesy, respect, and patience.
- Ability to maintain a leadership role in Minnesota's library community.

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

- Ability to self-motivate and work with minimal supervision.
- Analytical, problem solving and creative decision making ability.
- Ability to proficiently use computers, the internet, the automated library system and other computer software.

**SUPERVISION EXERCISED**

Direct responsibility for library personnel.

**SUPERVISION RECEIVED**

General administrative policy direction and supervision by the Marshall -Lyon County Library Board.

**PUBLIC CONTACTS**

Continuous contacts with library personnel, Library Board members, and the general public. Frequent contacts with Plum Creek Director, Library Foundation members, Friends of the Library Chair, County Administrator, Lyon County Board of Commissioners, Marshall City Administrator, Marshall City Council members, various Marshall City staff, City officials of Balaton and Cottonwood, Lyon County Township officials . As needed contacts include: Minnesota Library Association, Southwest Inter-Library Exchange (SAMMIE), various media representatives, County/City school districts, County Extension office, Chamber of Commerce, various social service agencies, professional colleagues, salespersons, and various civic groups and organizations.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those an employee encounters and 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.*

Performing the duties of this job require the use of equipment including but not limited to: computer, telephone, copy and fax machines, microfilm/fiche reader/printer, general small office tools, and the library vehicle.

See attached Physical Requirements and Working Conditions form.

**NON-DISCRIMINATION POLICY**

The City of Marshall does not discriminate on the basis of disability status in the admission or access to or treatment or employment in its programs and activities.