



Position:	Library Director
Department:	Library
Class Specification:	Regular Full-Time
Hourly Range:	\$16.50 – \$18.00 DOE
Probation Period:	Six (6) Months

GENERAL STATEMENT OF DUTIES

Provides overall direction, supervision, planning, implementation and vision for the Hill City Public Library. Manages all programming, patron services, fiscal accountability, circulation, reference, collection maintenance, purchasing and program expansion.

DISTINGUISHING FEATURES OF THE CLASS

An incumbent of this position is a department head with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the Hill City Public Library. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the Hill City Public Library Board of Trustees and Hill City Common Council. The director shall be responsible for the management and administration of the library under the policy direction of the Board of Trustees. Operationally, the director shall report to the City Administrator.

ESSENTIAL FUNCTIONS

Responsible for planning, organizing, directing, coordinating, and evaluating the activities of the Hill City Public Library. Exercise direct supervision over patron services, all book/resource collections, short & long range policy development and implementation, physical facilities, and staff development. Coordinates the agenda and meeting preparation for the Board of Trustees and serves as Board Secretary. The Library Director shall work closely with Pennington County concerning contractual agreements, administration of the library, funding, and patron services. Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.

EXAMPLES OF WORK

- Oversees the annual development of the library budget.
- Supervises, schedules and evaluates work of all library staff.
- Implements staffing decisions associated with hiring, firing, disciplinary actions and work improvement plans subject to Board and City direction.
- Oversees the maintenance and repairs of computers and system network as needed.
- Drafts, negotiates and interprets contractual agreements with other agencies.
- Manages fees and donations paid to the Library.
- Ensures library employees and volunteers satisfy work requirements (fingerprinting, background check, etc.)
- Maintains relationships with other libraries.
- Trains staff and volunteers to provide excellent quality services to the public.
- Works with patrons to find appropriate materials and information.
- Orders books and other resource materials as appropriate.
- Administers a circulation/cataloging computer program.
- Maintains employee time cards and other personnel related documents.
- Present staff reports to the Board of Trustees and City Council.
- Coordinates all aspects of the library volunteer program.
- Processes new materials into circulation/catalog, prepares them for patron use.

- Maintains a neat and organized appearance of the library.
- Attends professional library development workshops and conferences.
- Coordinates the purchase of needed supplies and operates within adopted budget.
- Maintains accurate records and compiles statistical operational performance reports.
- Answers telephones, direct calls and takes messages.
- Instructs the public on the use of the internet and library databases.
- Operates standard business machines including: computer, 10 key, cash register, tape recorder, fax, copier and multi-line phone system.
- Typing, processing simple documents, recording data, filing, faxing, copying, preparation of forms, memos, letters, and reports.
- As necessary assists other Library staff in the performance of their duties.
- Performs related tasks as required.

WORK CONDITIONS

- Frequently required to walk, sit, stand, reach, balance, stoop, and crawl.
- Frequently required to speak, hear, and understand verbal communication.
- Occasional use of a motor vehicle.
- Vision requirements include the ability to read routine documents.
- Operation of office equipment including copier, fax, phone, calculator, and computer.
- Frequently required to retrieve materials from shelves and cases.
- Occasionally lift and move up to 50 pounds.
- Indoor work environment that is generally quiet.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management and supervisory practices and principles.
- Must be able to communicate effectively with library patrons and co-workers.
- Knowledge of library practices and procedures.
- Skill in the operation of computers and various software programs.
- Knowledge of budgeting techniques.
- Ability to understand and follow specific oral and written instructions.
- Ability to establish and maintain effective working relationships with associates.
- Must possess and maintain a valid South Dakota drivers' license.
- Must maintain and observe best safety practices.
- Excellent communication skills for expressing or exchanging ideas.
- Ability to professionally represent and promote the library.

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's degree in library science, liberal arts, or public administration supplemented by five (5) years of progressively responsible experience in library operations; or any equivalent combination of education, training, and experience. Masters degree in library science is desirable.

The City of Hill City is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Hill City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The City of Hill City is a drug free work place.

City of Hill City
243 Deerfield Road
P.O. Box 395
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Human Resources
Phone: (605) 574-2300
Fax: (605) 574-4327