

## Huron Public Library – Job Announcement

### **Description:**

#### **Library Director, Huron Public Library, Huron, South Dakota**

The Huron Public Library Board of Trustees and City of Huron are seeking a Library Director who has the vision and desire to keep this progressive and thriving library moving forward. This opportunity is open due to the retirement of the previous Director.

The library serves approximately 18,453 citizens of Huron and Beadle County with one central location. The building was recently remodeled in 2009. This grant-winning Library provides an annual \$1 million budget comprised of city funds and trusts.

Huron is the largest city in Beadle County and a regional hub for culture, education, and industry. With its diverse economy, affordable housing market, and array of entertainment and recreational options, Huron is one of the Midwest's best places to live.

### **Responsibilities:**

The Library Director is responsible for daily operations, assessing the scope and direction of material collections, maintaining state of the art facility and continuing to develop the library's role as an online portal to the world of information. The Director is further charged with shaping a strategic vision, developing a successful, team-oriented staff in a unionized environment, to be fiscally prudent and resourceful and to advocate for the library while building productive relationships with local organization and the community in its efforts to keep the library evolving and progressive. The Library maintains an active marketing and branding campaign through media outlets and social media accounts.

The Library Director reports to a six-member (five appointed; one commissioner representative) Library Board of Trustees. They serve as a City department head and work with the Board, staff, City Commissioners, and other department heads.

**Compensation:** The Library offers a competitive salary commensurate with the experience. Compensation includes health, dental, vision, retirement, and additional benefits. Salary \$70,077 to \$98,125/year, negotiable based on experience and qualifications.

**Application Information:** Please visit <http://www.huronsd.com/city-government/city-employment> for details and to apply. Questions? We welcome inquiries.

**Qualifications:** Master's degree in the field of Library Science or Information Science from an American Library Association accredited school. Three (3) years' experience as a professional librarian or an equivalent of education and experience may be acceptable. Experience in public libraries preferred. Minimum of two (2) years in an administrative or supervisory capacity required. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

# CITY OF HURON

## BENEFIT SUMMARY

as of 1/1/2020

This is an Ordinance position and there is a 1040 hour probationary period.

### **Sick Leave:**

- Employees accrues 3.7 hours per pay period of sick leave.
- Maximum accrual of sick leave is 600 hours.
- Sick leave accrues during the first six (6) months but is not usable until employee completes 1040 regular work hours.

### **Vacation Time:**

- a. Group 1 - 0 – 6 years, shall be credited with 3.08 hours vacation per pay period, eighty (80) hours.
- b. Group 2 – After seven (7) years of continuous service, shall be credited with 4.62 hours vacation per pay period, one hundred twenty (120) hours.
- c. Group 3 – After fifteen (15) years of continuous service, shall be credited with 6.16 hours vacation per pay period, one hundred sixty (160) hours.
- d. All vacation accrues during the employee's first 6 months and is usable immediately following 1040 regular work hours.
- e. Maximum accrual is 200 hours.

**Retirement:** The City of Huron participates in the South Dakota Retirement System. It is mandatory that all employees participate. Employee's contribution rate is 6% of gross salary and the city matches this amount which forms the employee's retirement fund. Upon termination of employment, an employee has the option to withdraw their contributions plus any interest earned on their contribution. An employee is vested after 3 years and would receive 85% of the matching contribution. If less than 3 years, employee would receive 50% of the match.

A 457 Supplemental Retirement Plan is available at the option of the employee after the completion of 1040 regular work hours.

**Health Insurance:** The city provides group health coverage through Avera. For employees who elect to participate the city pays 100% of the premium for single coverage. There are two plans available, a \$2500 traditional plan deductible or \$4,000 deductible Health Savings Account. On the \$2,500 deductible plan, once the deductible is met, there is a 20% coinsurance with a maximum of \$4,500 out of pocket for single. Each family unit shall be subject to no more than two (2) deductibles or \$5,000 and maximum out of pocket of \$9,000. The \$2500 deductible plan provides a prescription drug benefit of \$12.00, \$35.00, \$50.00 co-pay for a 30 day supply with a \$50.00 deductible per member per year which is waived for generics. The \$4,000 Health Savings Account, employee pays for all prescriptions until the maximum deductible is met. All full-time city employees will be eligible for term life insurance and city health insurance on the first day of the month following 30 days of employment with the city. Family cost \$2500 plan is \$866.04 per month. Family cost H.S.A. is \$807.50 per month.

**Supplemental Insurance:** The employee has the option to enroll in the following supplemental insurance: AFLAC products, Delta Dental, Vision Service Plan (VSP). 100% of the premium is paid by the employee with pre-tax dollars after the completion of 1040 regular work hours.

**Term Life:** \$25,000.00 Term Life is available. The city pays 50% of the premium.

## **City of Huron Job Description**

**JOB TITLE:** Library Director  
**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Board of Trustees/Mayor

**PRIMARY OBJECTIVE OF POSITION:** Under the general direction of the Library Board (as defined in SDCL, 14-2-40) and Mayor, is responsible for the administration, operation and management of the Huron Public Library. Promote the Library as a means of furthering life-long learning. Responsible for managing all library programs and services, supervising staff, and managing departmental budget and facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop guidelines regulating library activities including hours of operation, circulation periods, overdue fees and policies, collection development usage policies, library behavioral policies and gifts to the library.
2. Select and purchase quality materials, which match community needs and expectations, the library mission and the budget.
3. Oversee key library operations including, but not limited to: facilities, finance, fundraising, information technology, marketing, personnel and public services.
4. Develop, direct and carry out library public relations plans and activities to include but not limited to: radio interviews, monthly newspaper column, news releases and press interviews, presentations at service and social organizations, public newsletter, and various special events in the library.
5. Promote library materials, programs, policies and use to a wide spectrum of population; and provide reference services to patrons and City staff.
6. Design and submit recommendations on library policies and services to the Library Board; and develop procedures to implement policy decisions.
7. Review and update the strategic plan, and formulate and implement operational goals within the library, addressing the short- and long-range goals as determined by the Library Board.
8. Ensure the proper care and disposition of City property assigned to the Library, file with the Finance Director an annual inventory of all public properties, supplies and stores in his/her custody and, upon termination, turn over all the public personal property in his/her custody.
9. Develop space planning and utilization schemes for library.
10. Monitor maintenance of materials/facilities and direct the correction of any problems.
11. Responsible for maintenance of patron confidentiality as defined in SDCL 14-2-51. Respond to patron questions regarding policy, procedures and materials.
12. Leads the organization in developing responsive and innovative services using new trends in technology. Secures adequate expertise to manage library technology, maintain current and future services, and protect systems from cyber security threats.

**JOB TITLE:****Library Director (continued)**

13. Represent the library to the community. Establish and maintain positive relationships for mutual benefit of the community and library; be a good liaison with other agencies, departments and administration; and engage the library in cooperative activities and partnerships with other libraries, agencies, departments, organizations, corporations, and administration.
14. Prepare and submit annual departmental budget request for review and comment by the Library Board; and recommend such for subsequent approval by the City Council. Administer the budgets throughout the fiscal year.
15. Approve all financial expenditures prior to submission to the Finance Department.
16. Provide a safe environment for the public and staff.
17. Plan for future needs of the library.
18. Oversee, develop and promote programming activities and special events consistent with the Library's mission.
19. Participate in library professional organizations and continuing education opportunities.
20. Develop procedures to implement Board policies, educating staff and public, application of policies uniformly to all patrons and dealing with any negative responses regarding the policies.
21. Prepare reports, correspondence, memos, records and forms as needed, including the Annual Report.
22. Work cooperatively and proactively with "Friends of the Library," a community-based Library support organization.
23. Stay current and promote new technology as a means of furthering the services and programs of the Library.

**SUPERVISORY RESPONSIBILITY:**

1. Supervise employees in the Library Department in accordance with the City's policies and applicable laws.
2. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
3. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
4. Supervise and train personnel in general philosophy of the library and its mission, simple reference strategies, circulation desk procedure, confidentiality and all other library functions. Ensure that proper up-to-date procedures are administered, particularly for new technology.
5. Ability to work with union staff members.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB TITLE:****Library Director (continued)****Education and/or Experience**

1. Master's degree in the field of Library Science or Information Science from an American Library Association accredited school.
2. Three (3) years' experience as a professional librarian or an equivalent of education and experience may be acceptable. Experience in public libraries preferred. Minimum of two (2) years in an administrative or supervisory capacity required.
3. Progressive experience with computer technology, hardware and software, and other library related information technology.
4. Extensive knowledge and ability to operate proficiently in Microsoft Office, to include Excel and Word.
5. Experience in general office procedures and understanding and use of office equipment including video projectors, Microfilm reader/printer, television/DVD players and copy machines.
6. Must have ability to have effective and respectful communication and interactions with other department heads, supervisors, employees, individuals from other organizations, and the general public.
7. Must have ability to be tactful and handle questions or concerns appropriately.
8. Must have excellent public relations abilities and demonstrated skill in communicating verbally and in writing.
9. Must be able to multi-task and have good organizational skills.
10. Demonstrated ability to exercise initiative and work independently.
11. Must have ability to maintain confidentiality and integrity of the office and department.
12. Must be available to work a varied schedule to include days, evenings and weekends.

**Language Skills**

1. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
2. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
3. Ability to write clearly, logically and concisely for speeches and articles for publication that conform to prescribed style and format. Demonstrates small and large group communications skills for speeches.
4. Ability to effectively present information to top management, public groups, and/or boards of directors and express clear objectives and goals to promote strategies for staff cooperation and commitment.

**Mathematical Skills**

1. Ability to work with mathematical concepts with ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

1. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

**JOB TITLE: Library Director (continued)**

2. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
3. Ability to deal with a variety of abstract and concrete variables.
4. Ability to read, analyze, and interpret local, state and federal laws that govern public libraries.

**Examination, Testing, and Certification**

1. Valid South Dakota Driver's License with acceptable driving record.
2. Successful competition in written and/or oral interviews.
3. Other such examinations as deemed appropriate and necessary by the Library Board and City of Huron.

**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.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
2. The employee frequently is required to stand and reach with hands and arms.
3. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, and 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 with disabilities to perform the essential functions.

1. The noise level in the work environment is usually quiet.

**Typical Performance Requirements:**

1. Performance standards are established by the Library Board of Trustees and Mayor.
2. Demonstrates effective communications and positive public relations.
3. Demonstrates responsible fiscal policies and practices.
4. Effective communication skills, to include written and verbal.
5. Ability to manage employees and deal effectively with the day to day operations of the library.
6. Ability to embrace technology and operate computers.
7. Ability to prioritize and complete job tasks independently.
8. Ability to understand and follow written and verbal instructions.

**JOB TITLE:****Library Director (continued)**

9. Must demonstrate flexibility with ability respond promptly to customer needs and situations.
10. Ability to work efficiently and perform time management practices.
11. Ability to perform duties safely.

**Pre-employment Screening**

Pre-employment screening may include, but are not limited to, the following: references, criminal background, credit history, drug and alcohol screening, and pre-employment physical.