

**CITY OF MASON CITY  
POSITION DESCRIPTION**

|                     |                           |                         |      |
|---------------------|---------------------------|-------------------------|------|
| <b>Class Title:</b> | Library Director          | <b>Job Code Number:</b> | 1003 |
| <b>Department:</b>  | Mason City Public Library | <b>Grade Number:</b>    | NA   |
| <b>Date:</b>        | November 21, 2007         | <b>Union:</b>           | No   |
|                     |                           | <b>Civil Service:</b>   | No   |

**GENERAL PURPOSE**

Performs a variety of administrative and supervisory work while managing the planning, organizing, and implementing of library programs and services. Reports to the Library Board of Trustees.

**SUPERVISION EXERCISED**

Directly and indirectly exercises administrative direction over the library and all library staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises library service operations to achieve goals within available resources. Develops plans for library service. Assigns duties and responsibilities to library staff. Studies standard procedures in order to improve efficiency and effectiveness of operations.

Provides professional advice to the Board of Trustees for the purpose of developing and implementing policies and plans for efficient and effective operation and maintenance of library services as well as maintenance of library building and grounds.

Prepares and monitors the annual budget using accepted formats. Provides facts and figures necessary to assure adequate public library funding to the following: the Board of Trustees, City Administrator, Finance Director, City Council, and the Cerro Gordo County Supervisors.

Actively seeks private financial supplements to public funding for library services by writing grant requests to foundations, contacting interested business entities and individuals, and developing personal contacts.

Supervises the selection of library materials. Reviews major selection tools, reviews materials in the collection for continued usefulness, and coordinates removal and disposition of materials found to be no longer needed.

Prepares and maintains a variety of reports and financial records using generally accepted practices.

Remains current and knowledgeable about traditional and technological library operations and options.

Serves as a backup for library public services staff in case of illness, emergency or vacation.

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Hires, educates, reviews, evaluates and disciplines staff in order to provide high quality public library service. Represents the Board of Trustees in the collective bargaining process and serves as the second step in the grievance procedure.

Communicates official plans, policies and procedures to the staff and the public. Answers letters of inquiry and talks with library users. Addresses public and civic organizations about the policies, procedures and availability of services and facilities for public use.

Attends work regularly at the designated time and place.

Performs related work as required.

### **PERIPHERAL DUTIES**

Performs a variety of miscellaneous duties such as building key responsibility. Assists police and fire personnel during library alarm calls. Makes arrangements for public use of library facilities. Recruits volunteers.

Serves as a member of various city employee committees as assigned.

Serves as the designated agent for the Mason City Public Library Foundation.

Assists staff in the performance of their duties as required.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from a college or university with a Masters degree in Library Science.
- (B) Five years of progressively responsible experience in library operations in a supervisory role.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of the principles and practices of the modern library systems and programs, including library automation systems, equipment and facilities required in a comprehensive library, library collection development, reference, children's services, and technical management. Must have considerable knowledge of the principles and practices of office management including work organization and supervision and library budgetary and financial management.
- (B) Skill in operation of all library equipment.
- (C) Ability to coordinate, analyze, and utilize a variety of reports and records, communicate orally and in writing, and establish and maintain effective working

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relationships with employees, supervisors, other departments and agencies, vendors, and the public.

- (D) Address community needs that may be met via library services and facility.

### **TOOLS AND EQUIPMENT USED**

Fully integrated library automated system. Windows-based personal computer software including Internet applications, word processing, spreadsheets and databases, calculator, copy and fax machines, microform reader/printers, audio-visual equipment, telephone.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics 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.

While performing the duties of this job, the employee is frequently required to walk, sit, stand, and talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

The work environment involves regular use of electronic equipment.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.