

**RAPID CITY PUBLIC LIBRARY
PERFORMANCE REVIEW**

LIBRARY DIRECTOR

Employee:
Date:
Review Period:

Summary

Provides overall vision and supervision to all operations to the Rapid City Public Library and its branches.

Part A: Communication Skills

1. Ability to read, analyze, and interpret the most complex documents.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

2. Ability to respond effectively to the most sensitive inquiries or complaints.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

3. Ability to write speeches and articles using original or innovative techniques or style.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

4. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

Part B: Essential Duties

1. Provides board direction for the Library operations in area of public policy and procedural interpretation, strategic planning, scheduling, safety, facility's maintenance, union activities and related areas.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

2. Advises the Library Board, Mayor and other City department heads on library operations and related issues.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

3. Formulates, recommends, and implements the strategic plan and objectives to the Library Board.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

4. Represents Rapid City Public Library in negotiating terms and conditions of union negotiations and other contractual negotiations, submits for review by Board's legal counsel and enforces terms of contract agreements.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

5. Formulates and administers Library budgets.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

6. Promotes the Library through communications and partnerships with local and government entities, Library liaison to the Rapid City Public Library Foundation, community groups, volunteers, professional associations, local /state/national libraries and others.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

7. Coordinates public awareness and programming of Library services with the Board, library users, community agencies, and municipal government.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

8. Directs and coordinates planning and utilization of the Library's online collections and services.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

9. Develops and implements personnel and operation policies and procedures. Advocates and implements standards for policies and procedures related to governing bodies, agencies and community organizations in oral and written presentations.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

10. Formulates, recommends and implements long-range goals and objectives to the Board.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

11. Advises and assists as a department head on Mayor's assignments.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

11. Directs research, statistical reports, staff and public input to benefit library services; library trends, analyzes existing practices for library services offered in digital formats; uses computer and software applications to conduct or coordinate projects in a networked platform.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

Part C: Supervisory Responsibilities

1. Manages one subordinate supervisor who supervises a total of 44 (38.875 FTE) employees in the Library Department for combined City and County Library Services.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

2. Responsible for the overall direction, coordination, and evaluation of these units.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

3. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

4. Interviews, hires, and trains employees.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

5. Plans, assigns, and directs work.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

6. Appraises performance, rewards and disciplines employees.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

7. Addresses complaints and resolves problems.

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

Part D: Overall Evaluation (check one)

Consistently exceeds expectations	Frequently exceeds expectations	Meets expectations	Usually meets expectations	Needs improvement	Not applicable

Comments:

1. Provide a list of the most significant accomplishments during the time frame of this review period.

2. Professional Development Plan:

Employee acceptance date: _____

My acceptance indicates I have reviewed the above performance appraisal and have discussed its contents with my supervisor. My acceptance also indicates that I have been advised of my performance, but does not necessarily imply that I agree with the evaluation.

Supervisor filing date: _____