City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Library Director</th>
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<td>Job Code:</td>
<td>LBDR</td>
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<tr>
<td>Pay Grade:</td>
<td>NU26</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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General Summary: Provides overall vision and supervision to all operations to the Rapid City Public Library and its branches.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides board direction for library operations in area of public policy and procedural interpretation, strategic planning, scheduling, safety, facility maintenance, union activities and related areas.
- Advises the Library Board, Mayor and other City department heads on library operations and related issues.
- Formulates, recommends, and implements the strategic plan and objectives to the Library Board.
- Formulates and administers library budgets.
- Promotes the library through communications and partnerships with local and government entities, Rapid City Public Library Foundation, community groups, volunteers, professional associations, local/state/national libraries and others.
- Coordinates public awareness and programming of library services with the Board, library users, community agencies, and municipal government.
- Directs and coordinates planning and utilization of the library’s online collections and services.
- 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.
- Advises and assists as a department head on Mayor’s assignments.
- Directs research, statistical reports, staff and public input to benefit library services; 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.

Qualifications:

Education and/or Experience:

Master’s degree in Library Science and six years related experience in increasingly responsible professional library experience, at least two years of which were in a mid-level or higher supervisory capacity.

Certificates, Licenses, Registrations:

Must achieve Grade 1 Library Director certification from the South Dakota State Library within one year from date of hire. Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.
**Working Conditions:**

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.

The noise level in the work environment is usually quiet.

**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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision.