City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Librarian</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>LIB1</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>18</td>
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<td>Date Revised:</td>
<td>12/08/2021</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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General Summary: Oversees and maintains daily operations within a library division and may perform in-depth library information and user services.

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.

All divisions:
- Manages staff by interviewing, hiring, and training employees; scheduling, planning, and assigning work; writing and delivering performance reviews for direct reports; addressing and resolving issues.
- Manages customer service and operations inquiries from the public.
- Maintains online department procedure manuals.
- Prepares reports and correspondence related to statistics, policies, procedures and strategic plan.
- Evaluates, develops and suggests implementation or adaptation of library services.
- Provides day to day and evening and weekend supervision.
- Participates in budget planning.

Collections and Acquisitions:
- Oversees the budget, acquisition and assessment of print and electronic library materials.

Public Services:
- Oversees special collections in print and digital formats.
- Oversees operations of branch and/or mobile library services.
- Oversees the acquisition and assessment of research databases.

Qualifications:

Master’s degree in Library Science and at least three years of related experience, preferably in a public library.

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.

Work is generally performed in a quiet to moderate indoor environment.

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. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.