



City of Rapid City Library Director Position Description

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Job Title: Library Director
Department: Library
Division: Administration
Reports To: Library Board of Trustees and Mayor
FLSA Status: Exempt
Classification: Non-Union

Grade: 26
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Prepared Date: 11/28/09; 05/28/13
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Approved Date: 03/01/10

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

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.
2. Advises the Library Board, Mayor and other City department heads on library operations and related issues.
3. Formulates, recommends, and implements the strategic plan and objectives to the Library Board.
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.
5. Formulates and administers Library budgets.
6. Promotes the Library through communications 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.
7. Coordinates public awareness and programming of Library services with the Board, library users, community agencies, and municipal government.
8. Directs and coordinates planning and utilization of the Library's online collections and services.
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.
10. Formulates, recommends and implements long-range goals and objectives to the Board.
11. Advises and assists as a department head on Mayor's assignments.
12. 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.

SUPERVISORY RESPONSIBILITIES

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. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

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.

Communication Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive



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variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office products. Web 2.0, local area networks, Outlook.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

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.

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

OTHER SKILLS AND ABILITIES

Demonstrated in-depth knowledge of principles and practices of public library services, public laws to sufficiently perform essential functions and the public policy adoption and implementation. Plan, organize and financially direct a complex system of information resources for public use.