

City of Cavalier

Position: Library Director

FLSA Status: Non-exempt

Reports To: City Administrator

Full-time Part-time

Work Hours: In general, regular work hours are 10:30 to 5:30 Monday through Friday with a working lunch totaling 35 hours per week.



Objective/Purpose: Under the direction of the City Administrator and the library board, this position is a working supervisor role that plans and oversees all municipal library programs and activities.

Duties and Responsibilities:

- Lead and supervise all library employees.
- Plans, schedules, oversees, and implements all library programs and activities.
- Provides frequent, timely, and respectful performance feedback to employees.
- Prepares annual library budget for review by the library board and the Cavalier City Council.
- Make recommendations to City Auditor and library board regarding capital projects and equipment purchases.
- Purchases necessary supplies in accordance with city policies.
- Regularly updates the Cavalier City Council and library board on the status of library programs and activities.
- Attends library board meetings, coordinates the agenda in conjunction with the library president.
- Works with the City Auditor and library board to apply for, obtain, and manage grants.
- Oversees a neat and orderly storage and workspace including cleaning the library.
- Oversees the hiring and training process for library staff and makes hiring recommendations to the library board and the Cavalier City Council.
- Oversees library programs and activities through personal engagement, evaluates the effectiveness of existing programs, and explores the need for and feasibility of new programs.
- Coordinates library activities with other organizations in the city as appropriate.
- Updates and maintains the library website.
- Meets with clubs and civic groups to explain objectives and policies.
- Plans and approves promotional news releases and other public information material.
- Maintains inventory records and directs the ordering of all supplies and materials.
- Always sets example for employees by following safety precautions and procedures.
- Ensures that all interactions with colleagues, municipal officials, and the public are friendly, courteous, and respectful.
- Ensures effective response to requests and concerns expressed by the public.
- Responsible for meeting all recordkeeping requirements including employee timesheets, work logs, purchases, and all first reports of injury within 24 hours.

- Complies with all municipal policies and state and federal regulations.

Knowledge, Skills, and Abilities:

- At least 1 year of supervisory experience that demonstrates effective supervisory skills including the ability to provide timely constructive feedback preferred.
- At least 1 year of experience in organized activities and programs preferred.
- Must demonstrate excellent judgement, decision making, customer service, and communication skills.
- Knowledge of the methods of organizing, conducting, and supervising a program or activity established to meet the library mission statement preferred.
- Must have knowledge of developmental, emotional, intellectual, and physical stages of children and youth.
- Must have knowledge and understanding of budgeting.
- Must be able to bend/crouch down.
- Must be able to maintain effective working relationships with community leaders, public officials, civic organizations, and the public.
- Must be able to read, comprehend, and follow written and verbal directions and instructions.
- Must maintain safety awareness, problem solving, and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to receive and apply constructive feedback.

Education and Training:

- High school diploma, equivalent, or at least two years of relevant experience required.
- At least three years of progressively responsible experience working with the public required.
- Knowledge of public library services and operation and of library collections required.
- Valid driver's license and clean driving record are required.

Tools/Technology:

- Must demonstrate computer literacy that includes email, basic spreadsheet work, and online training.
- Must be able to use equipment including but not limited to a calculator, copy machine, fax machine, phone, and various equipment.

Physical and Mental Demands:

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Occasionally lifts and moves up to 25 pounds.
- Physical demands include frequent walking, prolonged sitting, and prolonged standing.

Work Environment/Conditions:

- Occasionally work near moving mechanical parts or in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy during programming.

Disclaimers:

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity:

The City of Cavalier is an equal employment opportunity employer.

Employee Acknowledgement:

I have received and understand the requirements, essential functions, and duties of this position.

Employee Signature

Date

APPROVAL:

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City Administrator

Mayor