Library Director

POSITION SUMMARY

Under administrative direction of the Library Board of Directors and the Deputy City Administrator, the Library Director is responsible for administering, planning and directing all activities of the public library system.

RESPONSIBILITIES

Essential Duties:

- Hires, supervises and directs library staff. Provides training, coaching, and performance reviews. Encourage continuing education. Promotes staff morale through communication, staff meetings, and in-service programs.
- Oversees all aspects of the use and maintenance of the library facility and grounds.
- Directs, develops and implements Public Library operating procedures and policies as approved by the Library Board.
- Fosters a library environment that is inclusive and welcoming of everyone. Models respect for community members and colleagues.
- Evaluates library operations and activities to plan for future needs. Develops library services, collections, and programming.
- Works with the Friends of the Library and Library Foundation boards to promote and advocate for library services and needs.
- Leads long-range and strategic planning with the Library Board ensuring all stakeholders have a voice. Integrates library vision and goals with the vision and goals of the City of Dickinson.
- Conducts regular assessment of community needs and interests. Develops responsive programming and services.
- Advocates for funding of library service and facilities based on long-range goals. Coordinates and plans library fundraising and public relations events. Identifies and manages opportunities for grant funding.
- Manages the bookmobile program.
- Represents the library at various State, City, County, and school board meetings. Represents the library to the community and media. Ensures library representation and involvement with state-wide library organizations and consortiums.
- Creates and prepares a variety of reports for monthly Library Board meetings and annual reports for federal and state library agencies and funders.
- Prepares annual revenue and expenditure budgets in consultation with City Administrator, County Auditors, School District business managers and the Library Board.
- Monitors and approves library expenditures in consultation with the Library Board. Approves and receives donations.
- Performs other duties of a similar nature or level as required

Knowledge, Skills and Abilities (position requirements at entry):

- Library Science principles, practices and techniques;

- Supervisory principles including interviewing, training and performance management techniques;
- Federal and State laws and regulations surrounding library operations;
- Fundraising and marketing techniques;
- Dewey Decimal classification system;
- Familiarity with library technologies;
- Budgeting and accounting techniques.
- Writing clear and concise reports and memos;
- Giving presentations;
- Interacting with community businesses and citizen groups;
- Using a variety of office equipment and related applications;
- Monitoring employee performance;
- Long-term and strategic planning;
- Prioritizing and handling multiple projects and tasks;
- Instructing library patrons in the use of library materials and resources;
- Tracking and monitoring budgets;
- Using on-line databases, indexes and other computer-based library resources;
- Resolving personnel problems and grievances;

Judgment/Decision Making:

- Develops policies and procedures for the library and library staff within the general scope of the established operational goals and plans.
- Day-to-day work and decisions do not require direction or review by immediate supervisor.
- Assists direct supervisor and library board to develop strategic direction, goals, plans and policies for the library.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Manages and oversees the operations of the Library. Responsible for employee hiring, recruitment, retention, training and evaluating. Handles highly sensitive and/or confidential information.
- Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. Personally ensures problem resolution.
- Identifies barriers to effective communication and holds self and staff accountable for customer service excellence.

Relation to Others:

- Handles highly sensitive and/or confidential information.
- Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. Personally ensures problem resolution.
- Identifies barriers to effective communication and holds self and staff accountable for customer service excellence.

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SKILLS

Education and Experience (position requirements at entry):

- Master's Degree in Library Science from an ALA accredited institution preferred.
- Six years of progressively responsible library supervisory and administrative experience.
- Strong communication skills, orally and in writing.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Preferred Qualifications

- Previous public library experience.
- Experience in fundraising and governmental relations.

Special Requirements (position requirements at entry):

- Valid Driver's License

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, stooping, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. (Approximately 60% of the time.)
- Light Work: Exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. (Approximately 40% of the time.)

Classification and History:
Grade: 19 (G-19)
FLSA – Exempt
Updated: 7/15/2022 by Library Director Ennen, HR Nameniuk, 11/14/2023 HR Torgerson.
Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.