



# *City of Dilley*

## JOB DESCRIPTION

**Job Title:** Library Director

**FLSA Status:** Non-Exempt

**Department:** Administration

**Job Description Prepared:** August 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

**Reports to:** City Administrator

**Subordinate Staff:** Library Clerk and Volunteers

**Other Internal Contacts:** City Council and Administration

**External Contacts:** General Public, local schools, organizations, vendors

### Job Summary

*Pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.*

Plans, organizes, and directs the library's human capital, and financial resources in accordance with the community's library service needs. Provides maximum public access to informational, educational, cultural and recreational materials through resourceful acquisition of library holdings that reflect community diversity. Prepares and implements short-term development strategies for library resources and services. Prepares and administers budget. Supervises all library staff and prepares reports.

### Essential Functions

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions

- Manages library operations by supervising personnel and volunteers
- Monitoring the public computers
- Maintains the on-line system of the library's collection and web page
- Assists patrons at the information desk; checks-in and checks-out materials, prepare materials to be returned to the circulation collection/provide patron w/receipts for dues and/or material fees
- Prepares the division's annual budget and oversees expenditures

- Prepares annual report for the Texas State Library
- Monthly reports for the City Administrator and City Council
- Attends meetings at City Hall
- Ensures the atmosphere in the library is maintained
- Recommends books and other materials to be purchased for the library
- Duties and time of personnel w/a productive and harmonious staff relationship
- Recommends changes to policies and procedures for approval by the city Council
- Assist with fundraising (if applicable) and other special events for the community
- Counsels with officials of public and private organizations concerning library activities for the promotion of the library
- Supports the library's mission through active participation in additional teams and/or task forces
- Projects a favorable image of the City of Dilley through the library

### **Job Requirements**

- Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction
- Receives Limited Direction: within this job, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
- Skilled: work requires a comprehensive, practical knowledge of a technical field with use of analytical judgement and decision-making abilities appropriate to the work environment of the organization.
- Has responsibility for final approval of budgetary recommendations to the City Administrator. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
- Advanced – Ability to read literature, books, reviews, and/or other need assistance to the community members.

### **Job Qualifications**

- A two (2) year associate's degree with experience in field of library sciences or archival, museum/curatorial experience.
- Three (3) years of experience in supervising and managing a library or similar operation.
- Work requires managing and monitoring work performance of the library clerk including making recommendations on hiring and disciplinary actions, evaluating program/work objective and effectiveness, and realigning work and staffing assignments, as needed.
- Valid driver's license, 10 hrs. yearly of Continued Education for library's accreditation w/the Texas State Library & Archives Commission

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment.

### **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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or control; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

**Other**

- Willing to work extended hours
- Willing to travel overnight to conferences, seminars, and meetings.
- Other duties as assigned

**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CC: Employee  
Employee File

**Approved by City Council: September 10, 2019**