



<b>INCUMBENT:</b>	Elizabeth Trigg	<b>REPORTS TO:</b>	City Manager and Library Board of Trustees
<b>PAY RANGE:</b>	DOE/Q; Salaried	<b>DEPARTMENT:</b>	Library
<b>JOB TYPE:</b>	Full-Time Non-Exempt	<b>LOCATION:</b>	Public Library 527 Brown
<b>SUPERVISORY:</b>	Yes	<b>UPDATED:</b>	November 2020

Approval Signatures:

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Department Head

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City Manager

**RESPONSIBILITIES:**

The Osawatometie Public Library Director is an innovative, energetic individual. The Director carries out the mission of the Library under the general direction of the Board of Trustees and the City of Osawatometie City Manager, and manages all aspects of library services with vision, responsibility and authority. The Director plans, organizes, directs, and manages library operations and facility, and coordinates the program of services subject to the policies established by the Board of Trustees. The Director reports to the Library Board and the City Manager.

The Osawatometie Public Library is a community anchor and the heart of our city that strives to elevate the quality of life and spirit of our patrons. The Library has been serving the people of Osawatometie since 1898. The Library continually seeks to provide excellent service through a professional staff, a quality facility and first-class materials and programs. The Library is an accredited library of the Northeast Kansas Library System [NEKLS] and is a member of Next, the shared catalog hosted by NEKLS.

Under broad policy guidance and direction from the Library Board of Trustees, the Director performs professional and administrative duties in planning, developing, implementing, and directing public library services for Osawatometie Public Library. These duties include but are not

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limited to: budget preparation, assessing community needs, personnel, collection development, community relations and facility maintenance.

### **ORGANIZATION STRUCTURE:**

The Library Director reports to the City Manager and has an independent Board of Trustees. This position supervises permanent part-time positions and seasonal volunteers.

### **JOB DUTIES:**

#### **Planning and Policymaking**

- Conducts an ongoing process that assesses community needs and implements library services and programs to meet those needs in the most efficient and effective way.
- Evaluates programs and services and makes changes as necessary.
- Assists the Library Board in developing a current written plan and updating it at least every three years with input from members of the community in addition to the library staff and Library Board.
- Formulates policies governing the library and recommends them to the Library Board for approval. Assists the Library Board in reviewing the policies annually.
- Assists the Library Board in reaching and maintaining the current Kansas State Standards of Public Libraries and Northeast Kansas Library System (NEKLS) accreditation and grant criteria.
- Maintains all written library policies and Library Board minutes.
- Works with NEKLS, Kansas Library Association (KLA), the Kansas State Library, and other local and state leaders to obtain appropriate legislation and funding to meet the needs of the community through library services.

#### **Fiscal Management**

- Prepares and submits an annual provisional budget to the Library Board Treasurer and assists in the preparation of the annual library budget.
- Manages the finances of the library to include payment of accounts, payroll and the reconciliation of all bank accounts.
- Monitors expenditures and adjusts the budget as necessary, including personnel changes.
- Provides necessary data for an annual financial review.
- Seeks alternative funding sources. Prepares requests and administers grants according to specific guidelines.
- Prepares proposals to state agencies, foundations, and other organizations to fund new or supplemental program and/or service needs.

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- Records and acknowledges all gifts to the library.

### Personnel Management

- Recruits, selects, hires, trains, supervises, evaluates, disciplines, and discharges professional library personnel in accordance with policy and applicable state and federal laws.
- Recruits, selects, trains, supervises, and discharges volunteer library personnel in accordance with policy and applicable state and federal laws.
- Develops and writes job descriptions for all personnel.
- Develops orientation programs, in-service training, and continuing education opportunities for personnel and volunteers.
- Provides leadership by example in effective working relationships, communication and quality public service.
- Encourages initiative and creativity.
- Ensures the library is manned with paid staff members while library is open to public. Evening and weekend work may be necessary.

### Library Program Management

- Directs the daily operations of the library to ensure the highest quality services and maximum utilization of resources.
- Supervises the selection and weeding of all library materials according to policy.
- Supervises cataloguing and classifying library materials.
- Prepares agendas for regularly scheduled meetings of the Library Board. Provides financial reports, and summary of services and program developments and presents them at each regularly scheduled Library Board meeting in the form of a Director's Report.
- Prepares annual report for Library Board.
- Prepares and submits annual Public Library Survey to the State Library of Kansas.
- Acts as liaison between library staff and Library Board.
- Attends local, state and national library meetings as funds permit.
- Recognizes patterns, considers risks, and uses sound judgement to identify, solve, and prevent problems. Has the ability to take charge and deal effectively with crises.

### Property Management

- Recommends repairs, alterations and additions to the physical facility.
- Ensures safe conditions for staff and public on the grounds.
- Responds to building emergencies and takes appropriate action.
- Ensures servicing of library equipment (e.g., computers, audio-visual equipment, printers/copiers, heating and cooling machinery, etc.) to maintain proper working order.

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#### Public Relations

- Acts as spokesperson for the library by addressing community groups to inform them of library resources and services.
- Establishes and conducts a public relations program that produces good will and promotes the library and its services to the community.
- Promotes partnerships and cooperative projects with other community organizations.

#### **WORKING CONDITIONS:**

The mental and 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 stand, sit, walk, use hands and fingers, reach with arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may on rare occasion lift and/or move by pushing or pulling up to 50 pounds. The employee must be able to have physical stamina to provide active service to patrons during workdays of up to eight hours. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public. The employee must be able to work flexible hours.

#### **QUALIFICATIONS:**

##### **Minimum Qualifications:**

- Bachelor's Degree is required.
- Can clearly and concisely express ideas both orally and in writing to establish and maintain effective working relationships with the general public, peers, other City department heads, appointed board members, and elected public officials.
- Ability to uphold all Library policies and procedures for staff and patrons.
- Ability to perform all tasks with a high level of professional conduct.
- A good practical working knowledge of networked computers, Microsoft Office software and accounting software.
- Experience in public service and dealing with the general public.
- Familiarity with library organization and operation.

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#### Desired Qualifications:

- Master of Library Sciences is preferred as is previous library experience and progressive leadership roles and responsibility.
- Experience with working with the general public in a supervisory capacity.
- Experience with grant writing or acquirement for libraries or other similar organizations.

**The job description above is intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**