



## POSITION DESCRIPTION NORTHWESTERN REGIONAL LIBRARY SYSTEM

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Library Director	<b>Department:</b> Administration
<b>Immediate Supervisor's Position Title:</b> Northwestern Regional Library Board of Directors	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Library Board, the Library Director is responsible for the overall operations, personnel and fiscal/budget management of the Northwestern Regional Library System including the operation of headquarters, 7 branch libraries, and the maintenance of the facilities and vehicles of the System.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and manages all human resource activities and functions for the Library System. Performs such activities as:
  - a) Performs recruitment, screening, interviewing, selection and hiring of new staff.
  - b) Evaluates and assesses the performance of staff.
  - c) Oversees staff scheduling and staff development/training.
  - d) Oversees personnel actions such as discipline and termination.
- Plans, develops and oversees the fiscal and financial operations of the Library System.
  - a) Creates, recommends, presents and administers the consolidated annual budget including individual budgets for each library.
  - b) Makes budget presentations to all cities and counties in the region to secure funding.
  - c) Supervises the Administrative Assistant involved in the maintenance and recording of financial transactions and operations of the system (e.g. accounts payable, payroll, general ledger maintenance, bank reconciliation, etc.).
  - d) Seeks out, writes and administers grants to obtain additional funding.
- Researches, investigates, develops and recommends policy changes and additions to NWRL Board for approval. Ensures that all policies, strategic plans and procedural manuals are current and updated.
- Oversees the upkeep, maintenance and repair of NWRL's facility and library owned vehicles.
- Keeps current with library trends, practices and technologies. Suggests new programs and technologies. Updates library staff regarding updates and changes.
- Performs other duties of a comparable level or type, as required.



**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
	less than high school diploma	Type of degree: (B.S., M.A., etc.)	
	High school diploma or GED.	Master's Degree	
	1 year college	2 years college	Major field of study or degree emphasis:  Library & Information Science
	3 years college	4 years college	
	1st year graduate level		
x	2nd year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
		<ul style="list-style-type: none"> <li>• Knowledge of current trends, principles and practices of library management</li> <li>• Knowledge of library automated circulation systems and library technologies.</li> <li>• Knowledge of social media, e-books, and other electronic resources.</li> <li>• Knowledge of principles and processes for providing customer services both inside and outside of the library. <ul style="list-style-type: none"> <li>▪ Principles of financial management, budget administration, and grant administration.</li> <li>▪ Fundamentals of supervision and human resource management.</li> <li>▪ Fundamentals of strategic planning, program development and implementation.</li> <li>▪ Fundamentals of facility management.</li> </ul> </li> </ul>	
<b>Required Work Experience in Addition to Formal Education/Training:</b>			
Minimum of 5 years experience in managing, supervising and/or overseeing library services.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b>	
		Requires a valid driver's in the State of MN.	
<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>			
	<b>Titles of Positions Directly Supervised</b>		<b># of Employees</b>
1	Branch Librarians		7
2	Administrative Assistant		1
3	Technical Services Staff (Automation, ILL, Collection)		3
4	Delivery Drivers		2
<b>TOTAL</b>			<b>13</b>





<b>INDIRECT SUPERVISION:</b>				
<b>Number of employees indirectly supervised:</b> Substitute Librarians, Library Associates, Pages, and part-time employees			<b>Total:</b> 27	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b>			
	<ul style="list-style-type: none"> <li>• Establishing and maintaining effective working relationships with employees, supervisors, Board members, department heads, and vendors and county staff.</li> <li>• Delegating, supervising, hiring, recruiting, training, evaluating and planning work assignments and priorities for library personnel.</li> <li>• Managing and maintaining computer based automation circulation systems as well as Internet and web based programs and applications.</li> <li>• Assessing situation/problems and logically finding solutions.</li> <li>• Grant writing and securing funding for library programs, services and needs.</li> <li>• Administering fiscal management and financial operations.</li> <li>• Researching, planning, implementing and administering new library programs, technologies and policies.</li> <li>• Performing public relation activities and governmental activities between various counties, cities, library boards, state agencies, other funding agencies, the public and the NWRL Board.</li> <li>• Ability to communicate orally, in writing and electronically to make connections with Library management and staff, customers and throughout all communities in furthering the mission and goals of the library.</li> <li>• Presentational skills, negotiation and problem solving skills.</li> </ul>			
<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>				x
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>			x	
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			



<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Physical (Lift &amp; carry):</b> up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>	
<b>Physical requirements associated with the position can be best summarized as follows:</b>	
<b>Light Work:</b> Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.	
<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Duties are performed in a typical library and/or office setting. Work involves minimal exposure to hazards and/or risks associated with the performance of the job. There may be occasional disagreeable human interactions when dealing with the public, officials, vendors, or governmental agencies.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

<p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p> <p><b>Classification History:</b> Prepared 9/2013 by BCC.</p> <p><b>Date Board Adopted:</b> _____</p>
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