

**CITY OF RIVERVIEW
JOB DESCRIPTION**

LIBRARY DIRECTOR

Supervised by: City Manager and Library Commission
Supervises: All department employees
Starting Wage: \$58,000

Position Summary:

Under the general administrative direction of the City Manager, and policy direction of the Library Commission, directs and participates in all operational and professional activities of the Public Library. Prepares and administers operating and capital budgets, oversees personnel administration, directs the development of the library collection, oversees the delivery of all Library services, and recommends policy and financial considerations to the Library Commission. Supervises, prepares, plans, and implements children's programming.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives and legal requirements.
2. Interviews and hires departmental employees following City guidelines. Assigns work, schedules, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Supervises, prepares, plans, and implements children's programming. Serves as a liaison with the schools and preschools conducting children's programs at numerous area preschools and schools. Writes youth services report, which is presented to the Library Commission on a bi-monthly basis.
4. Develops and administers, in conjunction with the Library Commission, the annual departmental operating and capital budgets. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Approves purchases and prepares departmental financial summaries as required.
5. Oversees the selection, cataloging and general collection of books and other items contained in the Library. Reviews outdated, donated and unused books, periodicals and collections, and coordinates removal and disposition.
6. Assures that the Library facilities and equipment are properly maintained. Coordinates maintenance and repairs when necessary.

7. Coordinates the Library's programs with community organizations to ensure the needs of the community are being met. Oversees reading and study programs for children and general programs for the public.
8. Provides support to the Library Commission. Attends monthly Commission meetings presenting Director's report. Attends Library Network meetings and City Department Director's meetings.
9. Responds to public inquiries regarding the Library's services, reference questions, cultural programs, technology advances, and other related issues. Prepares and oversees the preparation of correspondence related to donations, inquiries and business matters.
10. Prepares informational brochures, articles, and reports to publicize the activities and services of the Library, and to increase public awareness of the Library as a community resource. Compiles and records library statistics such as number of visits, circulation and computer usage.
11. Assumes an active role in library-related organizations representing the Library and the profession.
12. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Master's degree in Information Library Science from an ALA accredited library/information school. Coursework or continuing education in administration, finance and public relations is desired.
- Three or more years of professional librarian experience, including supervisory responsibilities, in a public library.
- Professional Librarian Certification.
- Substantial knowledge of the legal requirements of library administration, public finance, personnel administration and public meetings.
- Substantial knowledge of the principles, practices and procedures of professional library administration.
- Substantial knowledge of library collection classification and selection techniques.

- Knowledge of children's programming.
- Knowledge of the public's interests, needs and expectations regarding the library.
- Knowledge of current information technology and social media and how it can be applied to improve library operations and services.
- Skill in marketing, public relations, budgeting, grants administration and contract negotiation.
- Skill in administering library services to best serve the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, Library Board members, professional contacts, other administrators, and the public.
- Ability to delegate tasks, set clear goals and implement long range plans.
- Ability to maintain records and prepare comprehensive reports on the operation of the library, programs offered, collection changes, funding options, and other related issues.
- Ability to work effectively under stress and changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate with others. The employee is frequently required to review and produce written and electronic documents. In the course of a typical day the employee is required to stand; walk; climb, stoop, and/or kneel. The employee is frequently required to access and retrieve books, periodicals and other materials that vary in weight, size and shape and may be located at heights ranging from floor level to overhead level. The employee is frequently required to access various locations within the library building and attend meetings in locations away from the library. The employee must frequently lift and/or move light weight items.

While performing the duties of this job, the employee regularly works in an office setting within a public library.

**PLEASE USE THE FOLLOWING INFORMATION TO APPLY FOR THIS POSITION.
APPLICATIONS MAY BE FOUND ON THE CITY WEBSITE – www.cityofriverview.com**

TO APPLY:

Cover letters, resumes and applications may be submitted to the Human Resource Department in any of the following ways:

- 1) email: cmayerich@cityofriverview.com
- 2) mail: City of Riverview, H.R. Dept., 14100 Civic Park Dr., Riverview, MI 48193
- 3) drop off: City Hall H.R. Department - Monday-Friday between 9:00 AM - 5:00 PM
- 4) fax: (734) 282-0948