



POSITION TITLE: Library Director
DEPARTMENT: Library
FLSA STATUS: Exempt
SALARY GRADE: L
REPRESENTATION: None

GENERAL POSITION SUMMARY:

Provides leadership and direction for the overall business operation of the Sandy and Hoodland Public Libraries as a department of the City of Sandy and as part of the LINCC cooperative Library Network.

ESSENTIAL JOB FUNCTIONS:

- Plans, manages, and supervises the daily functions, operations, and activities of all areas of library service including prioritizing and developing work plans, monitoring progress on projects, enforcing policies and procedures, establishing standards, and providing training and staff development.
- Develops, implements, and evaluates goals, objectives, policies, and priorities for the libraries, including development of a strategic plan to oversee long and short-term planning efforts to evaluate services, programs, community and building needs.
- Prepares biennial budget and budget presentation for two independently funded libraries, including estimates of Library District funding, and controls expenditures of approved budget. Monitors budget to actuals and makes adjustments as needed to ensure program metrics are met.
- Develops, coordinates, and implements planning for all programs and services for the libraries.
- Develops a plan for ordering materials, oversees the ordering of all books, periodicals, media, electronic resources, library equipment and supplies.
- Selects, trains, motivates, evaluates, and directs the work of library management staff, support staff and volunteers. Implements discipline and termination procedures.
- Coordinates and oversees the maintenance and repair of library facilities and equipment including scheduling of workers and purchasing decisions.
- Prepares annual data for the Library District Advisory Committee and State Public Library statistics, monthly reports for City Council and Library Advisory Board, and other reports as requested by the Friends of the Library, city, county, and state.
- Works with District library directors and the central network office to provide countywide library services through cooperative agreements.
- Provides the Library Advisory Board with information and offers expertise to help the Board guide library operations and enhance services. Participates in evening meetings of City Council, Friends of the Library and other organizations and committees as needed.
- Represents the City on library related advisory groups in LINCC such as the Library Directors and Library District Advisory Committee, other government groups, non-profits, and library associations.

- Collaborates and coordinates activities and programs with other departments within the city or county on creation of community programming.
- Responds to questions from and conflicts with members of the public, including request for reconsideration of library materials forms and official trespasses of the premises.
- Research and studies long-range planning for library services, including recommendations on building expansion and service expansion.
- Research means of providing additional financial assistance through grants, etc.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.

JOB SPECIFICATIONS:

Mandatory Requirements:

- Master's Degree in Library (and Information) Science.
- Any satisfactory equivalent combination of experience and training which ensures the ability to perform work, may be substituted for the above.
- Five years library experience with two years supervisory experience.

Necessary Knowledge, Skills and Abilities:

- Budgeting and Management theories and principles
- Working knowledge of Library Schema, Library ILS, MS Office Suite, Google Apps, excellent typing skills.
- Knowledge of municipal library procedures, principles, and organization.
- Ability to supervise and delegate in an efficient manner
- Ability to pay close attention to detail and to understand written and oral instruction.
- Ability to establish and maintain harmonious working relationships with other employees and the public.
- Interpersonal skills using tact, patience, and courtesy. This includes de escalation techniques and conflict resolution.
- Ability to work independently and complete work with numerous interruptions.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check and Criminal History check.

SUPERVISION RECEIVED:

Works under the general direction of the City Manager and is advised by the Library Advisory Board.

SUPERVISORY RESPONSIBILITIES:

Supervises all full and part-time employees and volunteer staff in the Sandy and Hoodland libraries. Directly evaluates the Management Team of the Library.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Be able to lift and carry materials weighing up to 30 lbs.
- Be able to reach above the head and bend to floor level.
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed.

TOOLS AND EQUIPMENT USED:

Computers, photocopy machines, and other office equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 works in a Public Library Building. This has characteristics of an office environment, as well as a retail environment.
- This position may participate in outreach activities outside of the library building. These activities could take place in an elementary, middle, or high school, a public park, or other public buildings.
- Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.

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Jordan Wheeler
City Manager



JOB DESCRIPTION

Adopted: 04/12/2016
Revised: 02/08/2018, 12/31/2018, 8/2020,5/2022

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

Employee

Date