



City of North Sioux City
504 River Drive
North Sioux City, SD 57049
Phone (605)-659-5973
Fax (605)-659-0506

North Sioux City Job Description

Job Title	Library Director
Department	Library
Supervisor	City Administrator

PURPOSE OF POSITION

Under general supervision of the City Administrator and the Library Board of Trustees the Library Director is responsible for the administration, operation, and management of the North Sioux City Public Library. Responsible for managing all library programs and services, supervising staff, and managing departmental budget and facilities.

ESSENTIAL DUTIES OF POSITION

The following duties are normal for this position. The following list is illustrative only, and is not a completely comprehensive listing of all functions and tasks performed by this position. Other duties may be assigned as needed. The position is designed for 40 hours per week and would require the employee to work 1 to 2, 4 hour Saturday shifts per month.

- Promote the Library as a means of furthering life-long learning.
- Advises the Library Board, City Administrator and other City department heads on library operations and related issues.
- Formulates, recommends, and implements short and long-term plans and objectives to the Library Board. Recommends new policies for consideration by the board.
- Promotes the Library through communications with local and government entities.
- Serves as Library liaison to the North Sioux City Library Board, community groups, volunteers, professional associations, local/state/national libraries and others.
- Coordinates public awareness and programming of Library services with the Board, library users, community agencies, and municipal government.
- Directs and coordinates planning and utilization of the Library's online collections and services.
- Provides board direction for the Library operations in area of public policy and procedural interpretation, strategic planning, scheduling, safety, facility's maintenance and related areas.
- Develops and submits personnel and operation policies and procedures related to the library for approval by the City Council, Library Board, and City Administrator
- Directs research, statistical reports, staff, and public input to benefit library services; analyzes existing practices for library services offered in digital formats; uses computer and software applications to conduct or coordinate projects in a networked platform.



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- Select and purchase quality materials, which match community needs and expectations, the library mission and the budget.
- Oversee key library operations including, but not limited to: facilities, finance, fundraising, information technology marketing, personnel and public services.
- Develop, direct and carry out library public relations plans and activities to include but not limited to: radio interviews, monthly newspaper column, news releases and press interviews, presentations at service and social organizations, public newsletter, and various special events in the library.
- Review and update the strategic plan, and formulate and implement operational goals within the library, addressing the short and long range goals as determined by the Library Board and City Administrator.
- Develop space planning and utilization schemes for library.
- Monitor maintenance of materials/facilities and direct the correction of any problems.
- Responsible for maintenance of patron confidentiality as defined in SDCL 14-2-51. Respond to patron questions regarding policy, procedures and materials.
- Leads the organization in developing responsive and innovative services using new trends in technology. Secures adequate expertise to manage library technology, maintain current and future services, and protect systems from cyber security threats.
- Represent the library to the community. Establish and maintain positive relationships for mutual benefit of the community and library; be a good liaison with other agencies, departments and administration; and engage the library in cooperative activities and partnerships with other libraries, agencies, departments, organizations, corporations, and administration.
- Prepare and submit annual departmental budget request for review and comment by the Library Board; and recommend such to the City Administrator for subsequent approval by the City Council. Administer the budgets throughout the fiscal year.
- Approve all financial expenditures prior to submission to the City Administrator.
- Provide a safe environment for the public and staff.
- Plan for future needs of the library.
- Oversee, develop and promote programming activities and special events consistent with the Library's mission.
- Participate in library professional organizations and continuing education opportunities.
- Prepare reports, correspondence, memos, records and forms as needed, including the Annual Comprehensive Report.
- Work cooperatively and proactively with "Friends of the Library," a community-based Library support organization.
- Stay current and promote new technology as a means of furthering the services and programs of the Library.
- Research and apply for grants to forward Library goals.
- Assist in hiring of library personnel



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- Train, assign, schedule, direct, supervise, and evaluate personnel

MINIMUM TRAINING, PHYSICAL REQUIREMENTS, AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from High School or GED program. Bachelor's Degree in Library Science, English, Literature of a similar field. Master's Degree in related field is preferred. Three years of progressive experience in a library system.

Regular standing, walking, and sitting will be required. The ability to lift or push objects weighing up to 25 lbs. stooping, kneeling, crouching and repetitive motions are required.

Requires a thorough knowledge of modern office and library policies and practices. The ability to maintain confidentiality. Ability to maintain records and reports regarding City services

Requires effective communication skills and the ability to assistance to customers verbally and through written form. Must be able to speak clearly, distinctly, and effectively. Must read in English and follow verbal and written instructions.

Work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. Must be able to work among multiple departments and transfer between these seamlessly.

Must be able to pass a standard background check

HOW TO APPLY

Please fill out an official City of North Sioux City employment application that can be found either online at northsiouxcity-sd.gov or at City Hall. With application please submit cover letter, resume, and references. Applications are due by August 11, 2017. Applications can be returned to City Hall or emailed to ted.cherry@northsiouxcity-sd.gov