

CITY of AZTEC JOB DESCRIPTION

Job Title: Library Director
Department: Library
Shift: Regular 40-hours a week
City Meetings & Some Travel
Pay Plan: Salary Range DOQ
\$50,000.00 - \$56,500.00
Exempt: Yes
Reports To: City Manager
General Direction From: City Manager

Position Closes: **OPEN UNTIL FILLED**

**Please Submit Letter of Interest, Resume and Completed Job Application To Human
Resource Department**

PURPOSE & NATURE OF JOB

The Library Director is responsible for overseeing direct operations of the Aztec Public Library by providing a quality collection that meets the needs of the public; envisions and interprets community needs, develops new programs and services for all segments of the community. The Library Director assures that staff is responsive to the patrons needs and interacts with them in a pleasant and professional manner. The Library Director ensures that the library environment is pleasant, and the facilities and services are easy to use and meet patron needs.

ESSENTIAL DUTIES

The Library Director administers the overall program of Library services to the residents of the City of Aztec and surrounding area.

The Library Director administrative duties include but are not limited to the following:

- Propose policies to the Library Advisory Board for approval.
- Provide leadership to staff in the interpretation and implementation of Library policy.
- Informs the Library Advisory Board about current activities.
- Serve as an ex-officio member of all Library Advisory Board committees.
- Advise the Library Advisory Board of operational, staffing and facility changes.
- Represents the Library at local organizational functions.
- Develop and maintain cooperative relationships with public and private entities.
- Maintain records and documents necessary for the administration and accountability of the Library.
- Work with staff on the development and implementation of procedures and programs relating to both public and support services.
- Recommends the purchasing of equipment and materials for the Library and patron use.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employer.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide quality collection of materials in a variety of formats and reading levels.
- Oversee the selection, purchase, and purging of library materials in all formats based on community need, space available and funding.
- Assure that library materials are properly catalogued, circulated, shelved and easily available for patron use.
- Make recommendations for performance raises to the City Manager.
- Interprets Commission policy to staff.
- Communicate staff concerns to City Manager.
- Work closely with the Program Coordinator on the promotion of services and programs through publications, programs and public presentations.
- Counsel and advise staff on personnel and patron problems.
- Encourage-and facilitate staff development by providing opportunity for staff to attend job related workshops, conferences and training.
- Provide a monthly report of Library activities, programs, staff information, concerns and circulation statistics to the Library Advisory Board and City Manager.
- Oversee the Memorandum of Understanding (MOU) with San Juan College East.
- Develop and implement of five year plan.
- Maintain an inventory of all library furniture and equipment.
- Coordination and cooperation with IT for technology requirements.

RESPONSIBILITIES

Supervision:	Supervises staff, determines staffing requirements, and makes recommendations to the City Manager to hire the personnel necessary to meet the needs of the Library
Public Contact:	Daily contact with the public. Represents the Library and Board in activities of community organizations and committees.
Budget:	Primary responsibility to implement and monitor budget.
Other:	Fulfills other obligations to the Library Board. Attends Library related meetings. Provides the Board an annual report of services and circulation. Provides the Board a list of annual goals and projects. Responsible for the annual report to NM State Library Responsible for the development of plan for the appropriate use of and reporting requirements for the various funding sources for the Library

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer skills and have the ability to write reports.

Education:	Bachelor's degree in Library Science, Library and Information Science, Applied Arts and Sciences, Business Administration, Organizational Management or closely related field. Master's degree in Library Science (MLS) preferred or
Experience:	Five years experience in professional library management, with at least two years of supervisory experience required. Ability to deal effectively and professionally with Library Board, staff, public, other professionals and government officials.
Knowledge:	A comprehensive knowledge of public library philosophy, practices, services, procedures, budgeting and applicable state law. Thorough knowledge and demonstrated competence in library automation.
Certificates/Licenses:	NM State Library Grade I Certification – required within one year of hire date.
Recertification:	No
Use of Tools and/or Equipment:	Strong technology background (computers, relevant software, databases, internet, etc.).

WORK ENVIRONMENT

Physical Demands:	Involves lifting of tools, objects and work materials. May involve pushing, pulling, reaching and bending. The position requires standing, sitting, walking, talking and hearing. Lifting up to 50 lbs. Moving heavy book carts and various furniture pieces (tables, chairs), reaching overhead to retrieve or re-shelve books.
Hazards:	Those found in an office/library environment. No observable hazards or threat to health or safety. General hazards encountered while operating a vehicle.
Exposures:	Minimal; some exposure to weather elements when special events activities planned.