

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Library Director	<i>Pay Grade:</i>	EAP-10
<i>Department:</i>	Library	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	PCRC Library	<i>Reports to Position:</i>	City Manager
<i>Effective Date:</i>	February 10, 2022		

## JOB SUMMARY

Oversees activities at the library including the building and grounds, all programs, finances, and personnel. Supervises all personnel to including hiring, daily management, evaluating employee performance and preparation of biweekly payroll. Address patron concerns and complaints. Works with the public to increase community use of the facilities and its resources. Solicits funds for the Summer Reading Programs. Works with the Friends of the Library in their various projects. Attends all meetings necessary for receiving local and state aid.

## ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Manages and counsels all personnel and volunteers
- Makes certain all grounds are attractive, maintained and litter free, by working with the City of Phenix City
- Writes grants and completes all follow-up paperwork
- Addresses issues and concerns of library patrons, the general public, and the staff.
- Prepares yearly budget and appear before various bodies to justify budgeted items as needed

- Initiates and organizes programs and events and acquires funding, speakers, and needed supplies for those programs and events
- Orders all materials for the library; works with all vendors
- Prepares master work schedule for employees
- Attends all required local and state meetings to receive funding
- Participates in community activities and works with various community groups in order to promote the library
- Assists the community through educational opportunities and programs, proctoring tests, and providing meeting facilities.
- Work closely with the Friends of the Library to host book signings, books sales, etc., for the benefit of the public.

## **QUALIFICATIONS**

### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### **Education/Training**

Bachelor's Degree in Library Science

#### **Experience**

Minimum 5 Years Working in a Public or School Library

#### **Licenses or Certifications Required**

Driver's License as some community outreach programs are presented by the Library

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### **Knowledge of:**

- Operations of a community library that entails working with all members of the public

#### **Ability to:**

- Comprehend regulations, guidelines and the Dewey Decimal System
- Interpret policies and procedures
- Interact with the public in a professional manner
- Work with children in a patient and kind manner
- Operate various office equipment to include computers, cash registers, scanners, fax machine and copiers
- Operate database, word processing and circulation software
- Work weekends and non-standard duty hours
- Organize programs, lead events and teach classes if needed
- Work in a constant state of alertness and in a safe manner

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

**Environment:** Work location will primarily be indoors at the Library; however, special community outreach programs may involve commuting and presenting at area schools, centers, etc.

**Physical Demands:** See accompanying page for details

**Key Working Relationship:** Library patrons, Friends of the Library Organization, Library Employees, Other Department Heads of the City

## APPROVAL/ACKNOWLEDGEMENT

_____	<u>Library Director</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

# PHYSICAL REQUIREMENTS – LIBRARY DIRECTOR

Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
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LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders		X		
Reach Below Shoulders		X		
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface		X		

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	1	4
Walk	1	1

**Additional Considerations (including clarification of any of the above)**