



CITY OF CRETE LIBRARY DIRECTOR

Job Status: Exempt; Full-time

Reports to: City Administrator

Supervisory Responsibilities: Library Staff

I. GENERAL FUNCTIONS

Under the direction of the City Administrator or his/her designee. The Director coordinates all activities, programs, and operations of the Crete Public Library in an efficient and effective manner. The Director implements activities focusing on public access to materials, programs, and services provided through the Crete Public Library.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Receive, understand, and comply with instructions, directives, and requests of the City Administrator in the operation of the Crete Public Library and proficiently execute said assigned instructions.
2. Attend City Council, Library Advisory Board, Library Friends, and other meetings as directed. Schedule Library Advisory Board meetings, and prepare materials necessary for the meeting, including scanning and disseminating notices, reports and applications as directed.
3. Develop and submit fiscal year budgets of the Crete Public Library for City Administrator and City Council approval.
4. Coordinate with the Friends of the Library to provide programs and resources through other funding sources besides the City of Crete budget.
5. Efficiently manage approved and allocated yearly budgets (both donations and City tax funds).

6. Effectively manage Library Staff scheduling, performance evaluations, training, discipline, etc.
7. Develop, maintain, and enforce Library policies with guidance of the Library Advisory Board and City Administrator. Effectively communicate Library policies to the City Council, staff, and community. Comply with all City policies and procedures.
8. Continually assess the Library's strengths and weaknesses, and set goals to foster enhanced services based on community interests and needs.
9. Responsible for library collection development for both print and digital.
10. Explore and apply emerging technology to Library services when appropriate.
11. Develop and maintain the Library's ability to access collections from other libraries and provide the Library's resources for other cooperating libraries.
12. Keep the community informed of Library materials, programs and services using all available marketing channels
13. Work cooperatively with the Library Advisory Board, City Administrator, City Council, and other community organizations in efforts to increase services to benefit community members.
14. Develop and maintain professional growth strategies for self and staff.
15. Ensure compliance with the Nebraska Library Commission's accreditation of the library, library board and library staff.
16. Be an active participant in all Library staff work responsibilities.
17. Be available to work weekends and evenings as needed.

III. OTHER NON-ESSENTIAL DUTIES

- ☐ Other duties as assigned

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Ability to efficiently read, write, and speak English.

2. Effectively operate a computer with proficiency in word processing, database and spread sheet programs. Utilize the computer efficiently when required (includes but not limited to, Word, Excel, Publisher, Power Point, Outlook, Adobe or other PDF software).
3. Effectively communicate with persons of various ethnic backgrounds, educational levels, and communication abilities using pictorial, verbal and written media, in a clear, concise manner. Be able to successfully mediate and negotiate disputes and compromises between various persons courteously.
4. Maintain a working understanding of City of Crete government policies and procedures.
5. Ability to work independently, with strong organizational, planning, and time management skills.
6. Thorough knowledge of principles and practices of modern librarianship.
7. Thorough knowledge of community analysis and its relation to Library services.
8. Ability to develop and manage budgets as they relate to running a department of this type.
9. Ability to build and provide library resources in a variety of formats based on community interests and needs.
10. Ability to develop and implement successful programs based on community interests and needs.
11. Ability to effectively manage library staff.
12. Ability to troubleshoot common computer problems.

V. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience, training, and education that allows the essential duties and responsibilities of this position to be achieved. Preference will be given to job applicants possessing a Master's Degree in Library Science, documenting successful experience in community or municipal/governmental work, experience in

customer service, grant writing, fund raising, marketing, or similar work in the field of library sciences. Ability to speak the Spanish language is preferred, but not required.

VI. MINIMUM QUALIFICATIONS

1. Possess a valid Nebraska driver's license
2. Must be at least 21 years of age
3. Bachelor Degree in Library Science, Marketing/Communications, or equivalent, Master's Degree preferred.
4. Must be able to legally work in the United States.

VII. NECESSARY SPECIAL REQUIREMENTS

1. Reside within 20 minutes of the City of Crete.
2. Must maintain a phone.
3. Evening and weekend hours required.
4. Some travel will be required.

VIII. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and printers. This is largely a sedentary role; however, some filing (to include media) is required. This would require the ability to lift files and library materials (heavy books up to 20 pounds, magazines, and other media materials), open filing cabinets and bend or stand as necessary. The position requires extended periods of sitting. This position may need to climb ladders on occasion.

The physical demands described 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 functions.

IX. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Employee's Rules and Regulations is a contract for employment.

Employee Signature	Date

Supervisor Signature	Date

Last Revised: March, 2024