



## City of Cloquet Job Description

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**POSITION:** Library Director  
**DEPARTMENT:** Library  
**REPORTS TO:** Library Board

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### **SUMMARY**

This is highly responsible administrative work involving the direction of a broad range of public library functions.

Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The position is also invested with making the most difficult library technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

Supervision Received

Works under the administrative direction of the Cloquet Library Board.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives

Directs the operations of the Adult and Children's Librarian's services at the Cloquet Library

Evaluates and administers library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information

Directs the development and maintenance of a public library collection of books, periodicals, records, films, tapes and a variety of other library materials

Directs the development, repair and maintenance of the Library's building

Provides staff support to the Library Board by assisting with meetings, preparing reports, and implementing policy decided by the Board

Prepares the annual departmental budget and presents and defends budget requests before the Library Board and City Council

Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets

Manages monthly expenditure reporting/reconciliation

Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs for the City and assists in coordinating interlibrary program efforts

Provides reference and reader's advisory services on a regular schedule to library patrons as supervisor of that department

Confers with City officials and the general public to provide information and to resolve problems and complaints

Directs the training of library staff in technical and administrative library skills

Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations

Represents the library on regional and state committees and serves as the City's authority on library issues

Assists patrons in research problems

Seeks additional funding for the library from grants and donations

Selects, orders, catalogs and classifies library materials

Catalogs library materials using MARC format

Provides reference service to the public

Have concern for the needs of the public and develop effective strategies to meet those needs

Performs related work as assigned/required

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the library. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring of seasonal and temporary employees, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; promoting, demoting, and discharging employees; addressing complaints and resolving problems; and the ability to effectively recommend the hiring of full-time employees. Hire, coach, train, and retain highly qualified personnel

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

A Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity, OR, an equivalent combination of education and experience substituting on the basis of one year for each year of education.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, procedural manuals and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to prepare reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of public library functions

Thorough knowledge of the principles and practices of public administration as applied to a public library

Thorough ability in oral and written communications

Thorough ability to administer the activities of a public library and to supervise the work of others

Thorough ability to make decisions in an environment of limited resources and competing claims

Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

Detailed knowledge of computer systems

Detailed knowledge of MARC cataloging

Considerable skill in using computer programs and on-line services such as the Internet

Ability to visualize future needs and plan effectively for it

Ability to visualize strategically, know how the library fit in within the City organizational structure and City Council

Keep abreast of what is happening within the community and how the library can/should be part of it

Ability to get Friends, Foundation, and Board to focus on strategic plan

Ability to work hours necessary to attend night meetings, and have a flexible work schedule to react to changing circumstances

Detailed knowledge in library reference and resources

Considerable knowledge in modern library methods and resources

## **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 functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

## **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.

The noise level in the work environment is usually quiet.