

**City of Zeeland
Job Description**

LIBRARY & COMMUNITY CENTER DIRECTOR

Supervised By: City Manager

Supervises: Para-professional library/community center employees, seasonal employees and volunteers as assigned.

General Summary:

Under general supervision from the City Manager and policy direction from the Library Board, manages and directs all operations of the public library and community center. This position provides professional librarian services to the public, coordinates the use and operations of the Howard Miller Building and oversees special community projects.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Manages and supervises library and community center operations. Plans and organizes workloads and staff assignments. Hires, trains and evaluates library and community center employees.
2. Provides administrative support to the Library Board. Informs Library Board members of use trends and citizen concerns. Prepares agenda items and maintains records of meetings.
3. Provides leadership and direction in the development of short and long range library and community center plans. Gathers, interprets, and prepares data for studies, reports, and recommendations. Coordinates and recommends changes to the library master plan.
4. Provides advice and makes presentations regarding library and community issues to City administrators, the Library Board, community groups and the public.
5. Assists in the scheduling, development and implementation of community activities, classes and programs, i.e. cultural arts, physical activities and special interest activities.
6. Prepares annual budget request and ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Administers the commitment of budgeted funds.
7. Directs the selection, cataloging and general collection of books and other items contained in the library. Reviews books, periodicals and collections which are outdated or not used, and coordinates removal and disposition.
8. Inspects new collection material upon arrival for quality and financial control purposes.
9. Assures that Howard Miller Building and equipment are properly maintained. Coordinates maintenance and repairs when necessary.
10. Coordinates the library program and community center operations with other City departments and community organizations to ensure the needs of the community are

being met.

11. Develops recommendations for fees and charges to be assessed for the use of community center rooms.
12. Initiates and negotiates contracts, applies for and administers grants, and manages the bidding process.
13. Responds to public inquiries regarding library and community services, reference questions, cultural programs, technology advances, and other related issues.
14. Prepares informational brochures, articles, and reports to publicize the activities and services of the library and community services, and to increase public awareness of the Howard Miller Building as a community resource.
14. Ability to establish and maintain volunteer program.
15. Serves in a leadership capacity for special projects, technology advances, facility renovations, and growth and development of the library.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include a Master's degree in Library Science from an institution accredited by the American Library Association. Experience requirements include three years of professional librarian experience, including supervisory responsibilities, in a public or school library.
- Level II Professional Library Certification is required.
- Thorough knowledge of the principals, practices and procedures of professional library administration.
- Thorough knowledge of library collection classification and selection techniques.
- Good knowledge of the public's interests, needs and expectations regarding the library.
- Good knowledge of marketing, budgeting, grants administration and contract negotiation.
- Ability to develop programs and services to meet the needs of the community.
- Ability to hire, train and supervise the work of professional library staff members and clerical assistants.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, other administrators, board members, and the public.
- Ability to maintain records and prepare comprehensive reports on the operation of the

library, programs offered, collection changes, funding options, and other related issues.

- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move objects of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a public service setting. The noise level in the work environment is usually quiet.

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