



City of Kalama

Incorporated 1890

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| Position Title: | Librarian – Library Director | Last Revised: | 1/29/2019 |
| Position Status: | Regular Part-time 79.5 Hours per Month | FLSA: | Non - Exempt |
| Department: | Kalama Public Library | Union | Non - Union |
| Supervisor: | Clerk/Treasurer | Classification: | Part-time |
| Compensation: | \$17.00-\$22.00 | Rate: | Hourly |

Position Description

The Kalama Public Library Director position is currently a part-time position that includes both operating and supervising operations of the Kalama Public Library. The Library Director supervises library staff and volunteers. He/She conducts and supervises library programs. This position provides direct service to library patrons and is considered a “working supervisor”. The Library Director promotes the objectives of the City of Kalama and the policies of the Kalama Library Board.

Essential Job Duties:

- The Library Director (Director) supervises and participates in the daily operations and workflow of the Kalama Public Library. The Director coordinates with the appropriate city departments and both local and state agencies to resolve issues pertaining to building, equipment, materials and inventory necessary to meet the requirements of the library’s daily operations.
- The Director provides effective direction to paid and volunteer staff to ensure customer service needs are met. Duties include responsibility for direct supervision as well as responsibility for staff performance during unsupervised or after-hours operation of the facility. The Director schedules staff, volunteers and programs at the library.
- The Director is responsible for interviewing, selecting, supervising and evaluating the job performance of direct reports. The Director identifies training needs and ensures identified training is completed in a timely manner.
- The Director assists the Library Board, city management and Friends of the Library groups in planning, developing and delivering programs and services that are responsive to identified community needs and align with the strategic goals of the City of Kalama and the policies adopted by the Library Board.
- The Director conducts or supervises library programs such as Story Times, technology training classes, craft programs and may host community / cultural events.
- The Director recommends policy updates to improve procedures, processes and increase workflow efficiency with the overarching goal of improving patrons’ experience at the Kalama Public Library.
- The Director works with city management, Friends of the Library, state agencies and relevant community partners to ensure ongoing funding and to maintain the library’s annual budget while exercising the policies adopted by the Kalama Library Board. (This may include grant application and grant management for the Kalama Public Library.)
- The Director provides prompt and friendly service to library members in person, over the telephone, or by email. Additionally, the Director performs readers’ advising and information services in response to member inquiries. The Director also provides circulation services including inter-library loan fulfillment to meet patrons’ requests. This position requires frequent public interaction.
- The Director promotes Library programs and services to patrons and relevant community partners.
- The Director instructs library members in the use of library equipment and technology, including but not limited to, logging in and out of public computers and printing stations, utilizing material check-out computers and equipment, accessing library account information and paying fines and fees online, searching the library catalog and placing holds, and searching online databases and using online learning tools. The Director assists patrons in the use of tablets, e-readers, and other personal technology.
- The Director responds to member inquiries regarding library services and operation in a timely manner; resolves complaints; refers inquires or issues to other departments or staff as appropriate; enforces the

City's policies related to conduct and responds to emergencies in situations which may be stressful or unpleasant.

- The Director holds primary responsibility for development of the library's collection based on unique community interests and assessment of community desire. The Director both performs and delegates collection maintenance tasks.
- The Director may write blogs, articles, reviews, newsletters or other marketing copy as assigned. Punctuality, reliability, and attendance are essential to this position.
- The Director maintains and contributes to the Kalama Public Library's webpage. Depending on qualifications, he/she may manage social media platforms for the Library either independently or within the oversight of the City Clerk/Treasurer. Electronic media platform management skills are highly desirable.

Supervision:

The Library Director reports to the City Clerk/Treasurer. The Library Director supervises Library Aides and Library Volunteers.

Necessary Knowledge, Skills and Abilities:

The Library Director has knowledge of Library resources programs and services; principles and practices of supervision.

The Director has skill in the use of computer systems and various software programs. He/she is comfortable with library circulation systems (WA State, KOHA) and enterprise resource planning software; currently the City of Kalama utilizes Vison Municipal Solutions software.

The Library Director has the ability to:

- Train and direct subordinate staff
- Communicate effectively in oral presentations
- Write effectively using correct grammar, punctuation and spelling
- Support city staff, library staff and library volunteers by establishing and maintaining effective working relationships with community partners
- Find and use resources to provide requested information
- Consistently demonstrate effective customer service for patrons
- Interact in a professional and respectful manner with city staff and the public
- Maintain confidentiality of member information
- Demonstrate appropriate cash handling skills and a basic understanding of asset management



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Working Conditions & Physical Demands

Work is performed in an office setting and the employee may work without other staff a majority of the time. An individual performing the duties in this position is required to sit or stand for long periods of time as well as hear, see, speak and listen to individuals in order to successfully communicate with city staff, library staff and the public. The job requires manual dexterity to operate tools and controls. The position requires repetitive motion of the hands, wrists and arms as well as the ability to stoop, kneel, bend, stretch and lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The Library Director may be expected to attend offsite locations during the course of their job functions. The ability to operate a motor vehicle is a requirement of the position. A valid driver's license and satisfactory driving record for city insurance coverage is required.

Education & Experience

A Bachelor's degree is required for this position. Three years recent direct customer service experience is required. Two years of supervisory experience is preferred. The Director must demonstrate effective communication skills, read and speak English, and comprehend recordkeeping and budgeting. A working knowledge of personal computers, office software, database software and the Internet; ILS experience is required. Any equivalent combination of education, training, or experience that ensures satisfactory performance of the essential job functions may substitute for the listed education requirement. Applicants must be able to successfully pass a background check, possess a valid driver's license, and satisfactory driving record. Experience or education in Library Science is desired.

The statement contained herein reflects general details as necessary to describe the principal function of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered all-inclusive as to work that may be assigned.