



## **Library Director NOTICE OF JOB OPENING NAMPA PUBLIC LIBRARY**

January 16, 2015

Please post or otherwise make available the following information. The City of Nampa Public Library has an opening for a full-time **Library Director**.

*The City of Nampa is committed to ensuring equal opportunities to all individuals. If you need an accommodation to participate in the application process, please contact the Human Resource Director at 468-5437. TDD Relay Service: US West 1-800-377-3529 or 7-1-1.*

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**Department:** Library

**FLSA Status:** Exempt

**Grade/Level:** 26 / \$5,349-\$7,488 per month

**Job Type:** Regular

**Work Schedule:**

Generally 8:00 am - 5:00 pm; however, must be able to work flexible and varied hours.

**Job Status:** Full Time

**Reports To:** Board of Trustees

**Amount of Travel Required:** some

**Positions Supervised:** Supervision is exercised over the library staff.

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### **POSITION SUMMARY**

#### **GENERAL STATEMENT OF DUTIES**

Directs, plans, and organizes all library operations, activities, and services, including staffing, budgets, facilities, security, and public relations; performs other duties as required or assigned.

#### **DISTINGUISHING FEATURES OF THE CLASS**

The Library Director is responsible for the management of the Public Library, including facility oversight, budget preparation and oversight, book collection development, community relations.

The Library Director is under the direction of the Library Board of Trustees, but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Library Board of Trustees, the Mayor and City Council, Departmental, and other City Employees, outside vendors, independent contractors, and the general public.

The Library Director is responsible for building a team of mutual trust and respect in the workplace. The Director contributes to the City's public image by reviewing, evaluating and responding to customer suggestions, complaints, and problems, by developing public information and education programs, by

facilitating an accurate flow of information to the public and by participating in professional and community associations and organizations. The principal duties of this class are performed in a general office environment.

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## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

### **Essential Functions Statement(s)**

- Develops annual planning and long-term goals and objectives with the ability to develop a vision for the future and create a culture in which the long range goals can be achieved.
- Establishes a financial accounting system and monitors all budgets, including providing current expenditure report at each Board meeting, providing annual budget to City Council which states amount of money needed, and services and materials provided.
- Plans, supervises, and evaluates the work of staff.
- Demonstrated the ability to recognize courses of action which can be taken to handle problems or potential problems, and applying contingency plans to solve those problems.
- Demonstrated the ability to assess skill strengths and weaknesses of individuals and teams in order to determine what actions are appropriate to build and/or improve the needed skills.
- Plans for, directs, and takes appropriate action on risk management, workplace violence, and security policies and procedures to ensure a safe working environment.
- Establishes and monitors all personnel and operational policies and procedures and directs all library activities, recommending changes to improve working conditions and service to customers.
- Promotes positive relations between the library and customers, the general public, local businesses, local schools, community and civic organizations, as well as professional organizations.
- Recognizes and utilizes when possible, new and existing sources of tax-free funding for the library.
- Determines how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Serves as a member of the governing body of the automated library system consortium.
- Demonstrates technical expertise and usage while remaining current on principles, practices, and new developments in Library Science by attending meetings, conferences, workshops, and training sessions as available and accessible.
- Maintains an effective and respectful work environment free of fear and intimidation.
- Motivates and guides others to ensure performance in accordance with clear expectations and goals.
- Demonstrates the ability to establish and maintain a good rapport and cooperative relationship with customers, co-workers, peers, and City Administration.
- Adapts to changes in how business is conducted and work is accomplished, in a positive and timely manner.

- Assumes responsibility for other duties as required or assigned.

### **ESSENTIAL RELATIONSHIP EXPECTATIONS**

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.

Communicates information and states concerns in a clear and professional manner.

Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others.

Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.

### **REQUIRED KNOWLEDGE**

Comprehensive knowledge of Nampa city and general library policies and procedures.

Comprehensive knowledge of principles, practices and techniques of managerial planning, directing and supervision.

Comprehensive knowledge of the current principles and practices of public library management operations.

Comprehensive knowledge of the principles of budget development, administration, and control.

Comprehensive knowledge of human resources management, including selection, training, performance evaluation and record keeping.

Thorough knowledge of City and State political issues and diplomatic relations.

Thorough knowledge of current computer technology and the application of such technology in a public library environment.

Thorough knowledge of the principles of public library facilities design and space utilization.

Substantial knowledge of risk management issues.

### **SKILLS/ABILITIES**

Ability to develop library goals and determine the most effective means to ensure

implementation of action plans within determined operational periods.

Ability to organize and prioritize work, establish and maintain appropriate organizational structure, allocate resources and delegate authority to accomplish goals and objectives.

Ability to effectively lead, motivate, and direct all departmental personnel to ensure efficient operations at all times.

Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.

Ability to plan, coordinate, control, and project costs of complex projects.

Ability to motivate staff to continued high levels of services.

Ability to effectively solve problems using diplomatic resolution strategies.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Ability to understand and follow oral and/or written policies, procedures, and instructions, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, and prepare and present accurate and reliable reports containing findings and recommendations.

Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Decision Making - Ability to make critical decisions while following company procedures.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Systems Analysis - Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**Education:** Master's Degree Required, Field of Study: Library Science, Information Science or closely related field.

**Experience:** 7 plus years of experience in library organization and management experience  
And/or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

**Computer Skills:** Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks and the ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

**PHYSICAL DEMANDS**

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	O	10 lbs or less	F
Walk	O	11-20 lbs	O
Sit	C	21-50 lbs	N
Manually Manipulate	F	51-100 lbs	N
Reach Outward	N	Over 100 lbs	N
Reach Above Shoulder	N		
Climb	N		
Crawl	N		
Squat or Kneel	N	<b>Push/Pull</b> 12 lbs or less	O
Bend	N	13-25 lbs	N
Grasp	N	26-40 lbs	N
Speak	C	41-100 lbs	N

**WORK ENVIRONMENT**

The principal duties of this class are performed in a general office environment.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

**FINGER DEXTERITY:** Sufficient finger or manual dexterity with or without reasonable accommodation to enable the employee to operate a personal computer, telephone and related

equipment and use primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

**SPEECH:** Sufficient clarity of speech or other communication ability with or without reasonable accommodation to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.

**HEARING:** Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information.

**VISUAL ABILITIES:** Sufficient visual acuity or other power of observation with or without reasonable accommodation to enable the employee to review a wide variety of materials in electronic or hard copy form and perform activities such as viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection).

**PHYSICAL STRENGTH AND PERSONAL MOBILITY:** Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a general office environment.

Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.

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**Dates to Submit Application:** Applicant must submit an online application; resumes will not be taken in lieu of the application. Position information and online application may be found online at: [www.cityofnampa.us](http://www.cityofnampa.us). First review of applications will be **January 30, 2015**.

**Position will remain open until filled.**

The City of Nampa is an Equal Opportunity/Affirmative Action Employer.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.