



**City of Gustavus, Alaska
Library Services Director
Position Description**

Title: Library Services Director

Regular Part-Time Non-Exempt Position: This is a part-time position non-exempt, up to 30 hours per week, that works in collaboration with the Library Administrative Director.

Supervisor: City Administrator

Work Location: Gustavus Public Library

Summary: The Library Services Director works in conjunction with the Library Administrative Director to oversee the smooth operation of the Gustavus Public Library, including services, programs, collection development, and managing the volunteers and the facility upkeep. The Library Services Director and the Library Administrative Director collaborate on matters of general library operations and administration.

The Library Services Director focuses on developing library programs for diverse age groups, training/supervising library volunteers, and writing news articles and a monthly newsletter.

Due to the nature of the Library Services Director position, the successful candidate must be prepared to occasionally work hours outside of a regular schedule, when called for, while keeping her/his co-workers at the Library and supervisor at City Hall apprised of any schedule changes in a timely manner via telephone or email. Schedule changes may be due to a missing volunteer or the need to support a scheduled patron activity outside of a normal work schedule.

Essential Duties and Responsibilities:

- Supports and promotes the concept of Intellectual Freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.
- Collaborates with Library Administrative Director and other Library professionals and volunteers to develop and implement fair and equitable circulation and service policies.
- Budgets time according to payroll budget approved by the City Council and a work schedule based on non-exempt employee wage and hour laws and approved by the City Administrator.
- Recruits, trains, and schedules Library volunteers for the circulation desk, work parties, special projects, and other functions.
- Ensures that the library desk shifts are adequately staffed, including supporting volunteers in person or via phone during their desk shifts, covering desk shifts on a regular basis, and filling in for volunteers who are unable to make their shift.
- Coordinates reservations for specific use of the Library Meeting Room or other Library spaces for patron use.



- Coordinates with Gustavus Pre-School, Gustavus Public School and home-school parents to purchase supportive library materials and develops appropriate programs for students (pre-school through teen).
- Cooperates with Gustavus residents and other organizations, locally and regionally, to develop Library programs that contribute to the needs and desires of the community.
- Organizes and administers the Summer Reading Program for children, including, if budgeted, the hire and supervision of part-time assistants, recruitment and training of Reading Buddies and other volunteers.
- Researches and writes grants for library services or special programs. Administers successful grants and reports outcomes to the granting organization and to the City Administrator and/or City Treasurer.
- Writes and issues news notices, new stories, a monthly digital/print Library Newsletter, public posters regarding Library functions, programs and information using existing and new social media.
- Participates in training workshops and conferences related to public library operations, as approved by the City Administrator and Treasurer.
- Other appropriate duties as assigned.

Working in conjunction with the Administrative Librarian:

- Schedule and proctor tests (driver license; certifications; distance-delivery classes).
- Select and provide for maintenance of, and assist patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Maintain Library online catalog database.
- Maintain inventory of Library equipment.
- Provide access to interlibrary loan services.
- Provide reference services to patrons.
- Select and orders Library materials in response to community needs and interests, including books for all age groups, audio-visual materials, subscriptions, on-line data bases, government documents and other reference materials.
- Weed the collection and evaluate donated materials for inclusion in the collection.
- Work within the Library Annual Budget as approved by the City Council.
- In the absence of the Administrative Librarian function as purchasing officer for the Library. Control departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- In consultation with the Administrative Librarian, prepare and submit a monthly report of Library activities to the City Council.
- Prepare and submit other reports as requested by the Council.
- Collaborate with the Administrative Librarian on filing an annual report of library operations with the Alaska State Library.

Continuing Education:

- As a requirement of the Alaska State Library Grant, the library must have a designated



director complete at least 6 hours of actual instruction of continuing education every two years. This CE is pre-approved for attendance at the Alaska Library Association Annual Conference. Attending online webinars and/or courses offered through Tech Soup and other similar educational clearing houses must be pre-approved by the Alaska State Library

- Ensure continued education with digital platforms and trends in support of increased technology at the library including public use computers, video conferencing equipment, ListenAlaska eBook Distribution, Overdrive, and other programs.

Required Minimum Qualifications - Education and Experience:

- Graduation from high school or GED equivalent (college degree desired).
- One year of experience working with the general public.
- General work experience involving leading, managing, training, and supervising employees or volunteers.
- General experience working with programs involving literacy, reading programs or other related library/learning activities.
- Background in library operations (desired).

Desirable Knowledge, Skills And Abilities:

- Communicating and working effectively (orally and in writing) with the public, co-workers, employees, supervisors, volunteers, members of committees and the like.
- Basic computer skills using Microsoft software for word-processing, spread sheets, and newsletters.
- Familiarity with basic budget preparation, wage and hour laws, and purchasing procedures.
- Handling money for patron transactions.
- Grant-writing experience (desired).

Physical Demands:

The following are representative physical demands the Librarian should expect to encounter:

- Prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling, and pushing.
- Ability to frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors.
- Light maintenance and housekeeping

Work Environment Conditions:

The Librarian may be exposed to the following work conditions:

- Equipment includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment.
- Tools include stepladders for high-shelf access; carpentry tools for light repairs;



housekeeping equipment; snow shovel during winter months.

- Multiple simultaneous requests from library patrons
- Groups of active, sometimes noisy children
- Questions regarding operation of patron computers, printers, fax machines
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways

Notice

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

The City of Gustavus is an Equal Opportunity Employer