Position: Library Director

Wage/Salary: $5,796.17 to $6,369.42 per month, paid as earned, depending on qualifications.

Bargaining Unit: N/A

Fair Labor Standards Act Status: Exempt

Work Week: N/A – Exempt position. Generally works Monday through Friday. Must be accountable and flexible in hours and days of work.

Date Positions to be Filled: As soon as possible.

Supervisor: Library Board of Trustees

General Statement of Duties

Provides leadership and directs, plans, and organizes all library operations, activities, and services, including staffing, budgets, facilities, security, and public relations; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide leadership and direct, plan, and organize all library operations and services, including staffing, budgets, facilities, security, and public relations. The work is performed under the direction of the Library Board and City Commission, but extensive leeway is granted for the exercise of independent judgement 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, City Commission, staff, other departmental and City employees, outside vendors, independent contractors, and the general public. The principal duties of this class are performed in a general library environment.

Examples of Essential Work

(Illustrative Only)

- Develops annual planning and long term goals and objectives;
- Develops an annual budget and presents and defends it before the Library Board and City Commission;
- Prepares library goals and objectives, personnel policies, and library policies and procedures;
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing set forth objectives;
- Develops annual output measures and prepares goals for changes in service, resources, and programs based on statistical data;
- Establishes a financial accounting system and monitors all budgets, including providing current expenditure reports at each Board meeting, providing annual budget to City Commission which states amount of money needed, and services and materials provided;
Organizes and directs all library services and departmental personnel to meet all determined departmental goals and objectives as required, including all planning and implementation of employee training and staff development processes, recruitment, selection, periodic performance appraisals, termination processes, and development of management staff;

Establishes and monitors all personnel and operational policies and procedures;

Plans and conducts regular management staff meetings to gather data, inform, instruct, and address current and upcoming community, patron, and employee issues;

Monitors employee morale and takes appropriate action to resolve any conflicts in a timely fashion;

Directs all library activities, monitoring before, during, and after evaluations, and addresses recommended changes to improve working conditions and service;

Plans for, directs, and takes appropriate action on risk management, workplace violence, and security policies and procedures to ensure a safe working environment;

Monitors all financial expenditures, making adjustments as needed to remain within budgetary guidelines, including approving all purchase requisitions and check requests;

Establishes and monitors all personnel and operational policies and procedures;

Promotes positive relations between the Library and patrons, local businesses, local schools, community and civic organizations, and the general public, including performing public speeches in the community and actively seeking grants, gifts, and other new sources of tax-free funding for the library;

Plans, manages, and coordinates major projects, including selecting and purchasing equipment, negotiating contracts, organizing and guiding project work groups, and facilitating activities based on project deadlines;

Develops and revises a strategic plan;

Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;

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

Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;

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;

Performs other duties consistent with the role and function of this classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of the current principles and practices of public library management operations;
- Comprehensive knowledge of current computer technology and the application of such technology in a public library environment;
- Comprehensive knowledge of the principles of public library facilities design and space utilization;
- Comprehensive knowledge of the principles of budget development, administration, and control;
- Ability to effectively direct the planning and general management of a municipal public library system;
- Ability to effectively lead, motivate, and direct all departmental personnel to ensure efficient operations at all times;
- Ability to plan, coordinate, control, and project costs of complex projects;
- Ability to assess the capabilities of employees and delegate effectively;
- Ability to apply personnel rules and regulations in a fair and just manner;
City of Bozeman Montana
Position Vacancy Announcement
Library Director

- Ability to effectively allocate resources to achieve goals and objectives;
- Ability to interpret and implement various software applications;
- Ability to motivate staff to continued high levels of services;
- 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;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks;
- Consistently performs assignments in accordance with the City’s Core Values of Integrity, Leadership, Service and Teamwork.

Acceptable Experience and Training

- Master’s Degree in Library Science or Library and Information Science; and
- Extensive library organization and management experience.

Required Special Qualifications

- Offers for employment are conditional upon satisfactory response to appropriate post conditional offer process;
- Must sign City Financial Disclosure form upon entry into employment and annually thereafter.
- Pre-employment drug testing may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a general library environment.
APPLICATION INSTRUCTIONS

**TIP TO APPLICANTS:** Read and follow the instructions on the Position Vacancy Announcement, the Application, the Supplement Questions and any other requested item before completing and submitting your application packet.

**SUBMIT THE FOLLOWING INFORMATION TO BE CONSIDERED:**

1. City of Bozeman Application for Employment (4/2009 version) completed as per the instructions;  
   Electronic versions of the application can be found at:  
   [http://www.bozeman.net/Departments-(1)/Human-Resources/n/Forms.aspx](http://www.bozeman.net/Departments-(1)/Human-Resources/n/Forms.aspx)
2. Library Director Application Supplement (attached to the end of this Position Vacancy Announcement);
3. Resume;
4. Cover letter; and
5. If applicable: DD-214 showing discharge status and/or Proof of Disabled Person's Employment Preference

**TO:** Bozeman Job Service, 121 N. Willson Avenue, Bozeman, MT. You can reach them by phone at (406) 582-9200 or via the web at [http://wsd.dli.mt.gov/local/bozeman](http://wsd.dli.mt.gov/local/bozeman/).

**DEADLINE:** Open until filled with priority given to applications received by December 30, 2010. Electronic (faxed or emailed) submittal of application material will not be accepted. Original documents only except where copies have been allowed (i.e. driver’s license, certifications, etc.).

*****The names of Applicants will be considered confidential unless identified as finalists *****

**IN ORDER TO BE CONSIDERED, APPLICANTS MUST FOLLOW THE APPLICATION INSTRUCTIONS AND SUBMIT COMPLETE, TIMELY AND SIGNED APPLICATION MATERIALS.**

**OTHER INFORMATION**

**Benefits:** Currently, City of Bozeman benefits include: medical, dental and vision insurance, prescription drug coverage, flexible benefits plan, 15 days vacation and 12 days sick leave per year, 11 paid holidays, 2 administrative leave days per year, membership in the Montana Public Employee Retirement System, and Term Life/AD&D insurance.

**Equal Employment Opportunity:** The City of Bozeman does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or perceived or actual sexual orientation, gender identity or disability in employment or the provision of services. This policy does not preclude discrimination based upon bona fide occupational qualifications or other recognized exceptions under the law.
The Montana Human Rights Act requires the City of Bozeman to make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed. The City of Bozeman Equal Employment Opportunity Applicant Survey (attached to the application) once completed, will be separated from your Application. The survey information will be kept confidential, used only for statistical reports and other lawful purposes. The information you and others provide will be used to monitor the City's recruitment and selection practices. This form is optional: failure to complete this form will have no impact on any employment decision.

**Selection and Post conditional offer Process:** The process used to evaluate an applicant’s qualifications will include an evaluation of the City of Bozeman Application for Employment and supplement questions, completeness of application materials, following application instructions, a phone interview, a structured oral interview, and reference checks.

Post conditional offer process: After receiving a conditional offer of employment, candidates will undergo a background check which will include the following: a search of publicly accessible internet sites, a search of publicly available criminal, sexual, and violent offender databases, a criminal background check and a credit check.

**Reasonable Accommodations:** The City of Bozeman makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the City to consider any such accommodation, the applicant must make known any needed accommodation.

**Employment Preference:** The Veteran’s Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. Applicants wanting to claim either veterans or disability preference must provide the appropriate documentation of eligibility with the application. The required documentation may include a DD-214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact the Human Resources office at (406) 582-2300.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documentation that he or she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver’s license or other picture I.D., a United Stated Passport, Certificate of Naturalization, a Permanent Resident Card, an Alien Registration Receipt Card (Green Card) or a Resident Alien Card.
City of Bozeman
Library Director Application Supplement

Applicant’s Name: ___________________________________________________
Phone: _____________________________email: _____________________________

INSTRUCTIONS:  Please provide a narrative answer to the question below. Attach additional sheets of paper if necessary. Your responses to this question will be reviewed separately from your resume and application, so you must repeat any information that may appear on those documents rather than referencing your resume or application.

1. This position requires extensive library organization and management experience. Please describe your experience in the organization and management of a library, including any experience you may have in the supervision in a union work environment.

2. As Bozeman’s Library Director, what specifically would you do to properly position the Library for the year 2020?

3a. Describe your experience collaborating within your community.

3b. Of these efforts, which one(s) was the most successful, and why?

CERTIFICATION
(Application Materials must be signed for the Application to be Considered)

I hereby certify that all information given by me on this and all attached papers I have prepared is true and complete to the best of my knowledge. I am aware that any falsifications or misrepresentations may disqualify me from any employment with the City of Bozeman, Montana.

_____________________________________________ ______________________________
Signature Date