

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Library	DEPARTMENT NUMBER	410
REPORTS TO (TITLE)	Library Director	JOB FAMILY	Library
PAY GRADE	7	DATE OF LAST REVIEW	April 2024

NATURE OF WORK
The fifth level of the Library series is responsible for managing all day-to-day operations of the library along with the library director. Assist in goal planning, library policy and staff supervision. Oversees library collection development.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Assists the Director in the planning, organization, and management of the various programs and services of the City of Ottumwa Library; directs and oversees the work of designated functions of the department;
2.	Selects, trains, motivates, and evaluates assigned personnel and consultants; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.
3.	Supervises and leads the selection, implementation, maintenance and review of all library programming
4.	Manages centralized responsibilities for library collections both physical and virtual from acquisition, cataloging and physical processing, maintenance and support, to de-acquisition;
5.	Assist the Director in the development and the implementation of goals, objectives, policies, procedures; and work standards for the department; recommends, within departmental policy, appropriate service and staffing levels; assists in managing the development and administration of the department budget;
6.	Assumes the duties of the Library Director in the Director's absence, including being on-call at all times to handle all matters pertaining to the operation of the Library.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Assists with performance reviews, job interviews, reward/discipline etc. of regular, part-time and contract employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor’s Degree in Library, Information Science or related from an ALA accredited school.
 AND
 Two (2) years library experience
 AND
 Two (2) years of management and leadership work
 OR
 An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.
 Masters Degree in Library Science or Information Science preferred.

LICENSING / SPECIAL REQUIREMENTS

N/A

SKILL / ABILITIES REQUIREMENTS

- Library collection development
- Customer service
- Staff management
- Writing reports and grants
- Knowledge of the Dewey Decimal system
- Experience with marketing
- Basic math skills
- Basic library functions
- Goal oriented
- Knowledge of library trends
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
 Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by KG
April 2024	Updated per feedback by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.