

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Library	DEPARTMENT NUMBER	410
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Library
PAY GRADE	12	DATE OF LAST REVIEW	September 2024

**NATURE OF WORK**

The sixth level of Library series is responsible for organizing, managing, and supervising the day to day functions of the public library; develop and follow a budget, basic human resources including hiring, training and supervising staff, advising Library Board of Trustees on policies for the library, oversees collection development of the materials in the library's collection, maintains professional development education for keeping up in libraries, oversees the building maintenance and safety, and provides customer service for library's patrons.

Under the leadership of the City Administrator, this position exercises independent judgment and works with minimal supervision on the City of Ottumwa Library functions. Might seek guidance from City Administrator, when needed.

**DUTIES / RESPONSIBILITIES** *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Plans, organizes and manages day-to-day operations of the Ottumwa Public Library;
2. Prepares and administers the approved department budget throughout the fiscal year;
3. Plans and develops technological applications and material collections to best meet community and patron needs;
4. Creates and delivers exceptional programming and educational opportunities within the library, through community outreach, and virtually;
5. Oversees all facility improvements, maintenance and workplace safety and security.
6. Establishes, through written and oral communication, good public relations to users and entire community served. Markets and represents library to the community through events and speaking engagements;
7. Works closely and effectively with the Ottumwa Public Library Board of Trustees to bring our community the best possible library service.
8. Writes grants for library funding by researching, compiling and completing applications

**FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

N/A

**SUPERVISORY RESPONSIBILITIES**

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline etc. of regular, part-time and contract employees in the Library Department. Makes hiring, termination, and disciplinary decisions.

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor’s Degree in Library, Information Science or related from an ALA accredited school.  
 AND  
 Three (3) years library experience  
 AND  
 Three (3) years of management and leadership work  
 OR  
 An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.  
 A Master’s Degree is preferred.

**LICENSING / SPECIAL REQUIREMENTS**

Valid Driver’s License  
 State of Iowa Library Endorsement Certificate  
 • Must obtain within 18 months of appointment

**SKILL / ABILITIES REQUIREMENTS**

- Writing Skills
- Public Speaking Skills
- Basic Computer Abilities
- Basic Research Skills
- Customer Service Skills
- Budget development skills
- Supervisory skillsets
- 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
September 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.

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Date	Signature
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**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.