

CITY OF PLATTSMOUTH

JOB DESCRIPTION

POSITION TITLE: Public Library Director

REPORTS TO: City Administrator

PURPOSE OF POSITION: Library Director is a department head of the City subject to appointment and/or removal per Section 1-201 of the City of Plattsmouth Revised Municipal Code. The position requires the display of a high level of independent responsibility, and accountability. Responsible for the daily operation of the Plattsmouth Public Library through the development, coordination, direction, and administration of operational activities pertaining to all functions of public library services for the city of Plattsmouth.

EXEMPT (Y/N): Yes

COMPENSATION: \$48,000 to \$70,000

Essential Education, Certification and/or Licenses:

- Bachelor's degree in library science or related field or an equivalent combination of education, training, and experience. ALA Master of Library Science degree strongly preferred.
- State of Nebraska Public Librarian accreditation certificate or ability to obtain certification within time frame established by the employer.
- Previous experience with professional library services and computer systems.
- A valid driver's license.

Essential Functions

General Responsibilities

- Plans, coordinates, supervises and evaluates departmental operations including all facets involved with personnel, resources, facilities, services, and programs to provide a broad range of programs and services.
- Develops and implements various programs to emphasize administrative and operational policies and procedures designed to improve operations, achieve departmental goals and objectives and ensure the delivery of a broad range of quality services.
- Perform supervisory functions such as staffing, scheduling work, assigning and reviewing duties, conducting performance evaluations and administering disciplinary actions.
- Plans, coordinates, and directs the recruitment of volunteers to support programs and operations.
- Attends conferences and meetings to keep abreast of current trends in industry programs and services; represents the department in a variety of local, state and federal meetings.

Library Board Coordination

- Serves as primary point of contact with the City's Library Advisory Board.
- Assists the Library Board president in preparing the agenda for the board meetings.
- Compiles and distributes background materials for items on the agenda and ensures compliance with the Nebraska Open Meeting Act
- Keeps the Library Board informed of issues and problems relating to the library.
- Assists and promotes the continued education of the Library Board by providing professional expertise and guidance, helping them make decisions, and encouraging development through the reading of relevant publications and attendance at conferences or seminars as appropriate.
- Plans for Board development activities including orientation of new Board members.
- Brings program issues facing the library to the attention of the board and present options and recommendations for dealing with those issues.

Collection Management

- Develops a variety of services designed to meet the needs of a diverse public.
- Manage library materials making sure Library collections and services consist of reference and information services, public programming and access to electronic information suitable for all ages.
- Oversee and ensure that library services are accessible to everyone in the community including individuals with various types of disabilities.
- Oversee the selection, purchase and weeding of library materials in all formats within the following constraints: physical space, financial, and needs and interests of the community.
- Manage the creation or deletion of library collections.
- Oversee the library's automated system, evaluating, changing and updating it to meet the needs of library staff and library community.
- Assures that library materials are properly catalogued, circulated, and shelved and easily available for patron use.
- Oversee the sharing of materials with other libraries in the system and in the state through interlibrary loan.

Staff and Supervisory

- Determines staffing requirements, needs, and makes recommendations for the hiring and supervision of all library employees.
- Responsible for the interpretation and enforcement of personnel policies established and approved by City government.
- Responsible for training staff and for facilitating continuing library education.
- Responsible for carrying out tasks related to personnel in conformity with state and federal laws.

Financial Responsibility

- Responsible for managing the library's finances so that expenditure stays within the approved budget.
- Responsible for maintaining various financial records and reports and timely submitting library bills each month for approval by the City Council.
- Works with the City Treasurer to develop, monitor, and execute the budget.
- Responsible for the preparation of grant applications with input from the Library and the City Administrator.

- Responsible for the administration of grant funding and the reporting as required by the granting agencies' rules and regulations. Ensures the appropriate use of funding and related resources is in line with the strategic and economic forecasts of the library.

Community Relations

- Represents the library in the community by attending local community functions and participating in local committees and organizations as official library representatives.
- Establishes and maintains effective working relationships with public officials, civic and community groups and the public.
- Responsible for coordinating continued training for staff and self in effective public relations.
- Responsible for promoting library programs and services to the community.
- Responsible for developing an electronic informational communications plan with library patrons.
- Evaluate the effectiveness of library services in relation to changing needs of the community.
- Prepares and submits monthly reports to the Board, City Administrator, and City Council regarding departmental activities such as special projects, strategic planning, etc. Prepares various other reports and records as requested, utilizes computer programs in the establishment and maintenance of records and reports.
- Serves as or appoints library spokesperson by attending various meetings including City Council meetings, answering inquiries and making recommendations pertaining to the functions of the library.
- Networks with other library directors and participates in appropriate library local, state, and national associations
- Responsible for news releases, Library Board summaries, library flyers, publications, etc.
- Acknowledges all gifts and donations and generates and maintains records of these.
- Serves as liaison with Friends Foundation, and other community organizations that support the library.

Facility Management

- Oversee maintenance of all library property and facility.
- Responsible for planning for improvement and maximum utilization of the facility.
- Responsible for initiating a formal space needs assessment in conjunction with the Library Board if deficiency of space occurs. Understanding all the constraints of the library and using the results of the space needs assessment, determine a need to pursue a remodeled, expanded, or new library facility.

Marginal Functions:

Performs other duties as directed, assigned or as the situation dictates.

Essential Physical Demands and Typical Working Conditions:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying office supplies, library books, and other materials. The incumbent is required to frequently sit for extended periods of time, talk, hear, and must have the ability to transport themselves to and from various locations within the city library. Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. The work environment is generally indoors, with work hours occasionally required in time of darkness. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually quiet or moderate but may be intense depending upon the scheduled activity.

Work requires extensive interaction with the general public and may be stressful when dealing with citizens and/or meeting deadlines.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employee Signature

Date

Supervisor

Date

Revised: February 2026