

Garland City
72 N Main
P. O. Box 129
Garland, Utah 84312-0129
435-257-3118 Fax 435-257-3143



Garland City Library Director

Statement of Duties: The Library Director is responsible for the professional management, planning, direction, administration and evaluation of all library functions and services to effectively meet the growing diversity of cultural, recreational, informational, and educational library needs of Garland City. The employee is required to perform all similar or related duties.

Supervision Required: Under administrative direction of the City Council and Mayor, and working with the Library Board from existing municipal policies and objectives; the Director establishes short-range plans and objectives and assumes direct accountability for department results. The Director is expected to resolve all conflicts which arise, and coordinate with others as necessary.

Supervisory Responsibility: Employee is accountable for the direction and success of programs accomplished by others. The Director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on achievement and status of the program objective and recommending new goals. The Director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their departments work in terms of accomplishment of the program objectives and approves standards for establishing quality and quantity of work. The Director oversees the personnel function of training and reporting employee progress and compliance to the City Council and or Mayor. The Director is responsible for the supervision of all library staff, all of whom work at the same location.

Confidentiality: The Director has regular access at the departmental level to a wide variety of confidential information, including personnel and patron records.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery or legal repercussions. Therefore accountability is a requirement for this position.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied and in developing operating policies in consultation with the Trustees.

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Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long-range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: The work environment involves everyday discomforts typical of offices or libraries, with occasional exposure to outside elements. Noise or physical surroundings may be distracting but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Duties involve contact with local, state government officials, community leaders and any other individuals to protect and promote the library's overall interest. Employee must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of constituencies. Duties require well-developed sense of strategy and timing in presenting the library effectively in critical situations that may influence the well being of the library.

Essential Functions: *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Develops and institutes short and long-term goals and objectives for library in conjunction with the Library Trustees.
2. Meets on a regular basis with the Library Board to develop policies for fundraising efforts and activities
3. Develops and oversee the administration of the annual Library operating budget
4. Recruits, recommends potential new employees for hire, trains and supervises the library department staff and volunteers
5. Reviews and implements new technologies and collections for the library
6. Coordinates, supervises and participates in selecting new materials for the library
7. Coordinates the maintenance of the physical facility.
8. Collects and analyses pertinent data and statistics; evaluates current programs and services and recommends changes to meet emerging needs
9. Prepares reports for the Library Board, City Council, and Mayor.
10. Applies for and oversee the administration of grants awarded to the department in conjunction with the library board.
11. Supervises all operations to maximize effectiveness and minimize costs
12. Maintains current knowledge of new legislation, regulations, and changes in library services and procedures through publications review, attendance at meetings, conferences and peer associations
13. Provides Reference and Reader's Advisory service to patrons as needed

Knowledge, Skills and Abilities: Knowledge of the principles, practices, materials and current trends in library science with knowledge of and experience in library systems. High degree of initiative required in planning and implementing all programs and services; ability to exercise considerable judgment in dealing effectively with diverse constituencies in a responsive manner; ability to resolve conflict situations in a calm and constructive manner; ability to set priorities and make effective use of time; ability to develop effective working relationships with department personnel, subordinates, city officials (Mayor and City Council) and the general public; ability to express oneself clearly and effectively both orally and in writing. A high degree

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of management skill is required. Excellent data processing skill in the use of personal computers and office software including word processing, database and spreadsheet applications.

Physical and Mental Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment, and computer paper, and the ability to repeatedly traverse stairs.

Visual Skills: Visual demands require constantly reading documents for general understanding and analytical purposes.