

Two Harbors Public Library Library Director

Full-time Employee (40 hours/week, may include evenings and weekends)

Salary: negotiable, full benefits

The Library Director is responsible for providing leadership and strong direction and support of library services. The Two Harbors Public Library is a dynamic and successful library serving approximately 8,000 residents of the City of Two Harbors and surrounding rural areas. The Library Director is responsible for the development and implementation of library strategies, policies, and procedures for delivering services and maintaining a welcoming environment in support of the mission and goals of the library. It is important that this individual have a proven track record of continuing education and professional development with experience in applying modern, up-to-date concepts of library administration. This individual must also possess excellent interpersonal and communication skills, the ability to administer library services within a budget, and the desire to work with community officials and citizens to ensure that community library needs are met.

Essential Duties and Responsibilities:

- Manages and supervises library operations
- Hires, manages, evaluates, and supervises library staff
- Reports to, and works with, the Library Board to develop and implement a library plan
- Coordinates the library program with other city departments and outside organizations such as the school district, historical society, and community-based groups
- Provides leadership and direction in the development of short- and long-range library plans
- Gathers, interprets, and prepares data for studies, reports, and recommendations
- Determines work procedures, prepares work schedules, and expedites workflow
- Communicates official plans, policies, and procedures to staff, the public, and city officials
- Prepares and administers the budget for all areas under the library department
- Coordinates library development and fundraising, including the development and growth of the Two Harbors Public Library Fund
- Promotes interest in library programs
- Responsibly ensures careful stewardship of public resources
- Manages grants, from tracking down opportunities and applying, to oversight, completion, and filing of final reports
- Collaborates with other libraries, the Arrowhead Library System, and Minnesota State Library Services to help ensure the success of libraries throughout the state

Periphery Duties and Responsibilities:

Because the Two Harbors Public Library is a small library with limited staff, this position will also be regularly involved in many other aspects of daily library operation as well:

- Oversees the archival collections and indexing
- Oversees circulation and ensures quality and accuracy
- Oversees collections development following American Library Association guidelines
- Oversees all programming, ensuring a variety of appropriate, educational, and budget-friendly programs are regularly offered to the public
- Oversees technical services, including handling all original cataloging using the latest MARC21 and RDA rules
- Oversees website design and handles all ongoing maintenance, ensuring a safe and user-friendly webpage

- Oversees the library's social media presence, ensuring it is accurate, interesting, and current
- Oversees volunteer recruitment and training, as well as a gratitude program to acknowledge volunteers
- Oversees technology, from researching and purchasing new hardware and software to setup, installation, maintenance, upgrades, networking, and troubleshooting
- Oversees the building and equipment required to keep it functioning, including HVAC, plumbing, electric, etc.; working with other city departments for fixes when possible and hiring outside contractors when necessary; generally keeping the library safe and operational at all times

Desired Minimum Qualifications:

- Completion of a Master's Degree in Library Science, and/or a minimum of 5 years experience in non-library administration, or equivalent experience and/or education
- Valid state driver's license or the ability to travel to library meetings and conferences in the region, state, or nation

Desired Skills, Knowledge, & Abilities:

- Thorough knowledge of principles and practices of modern library systems and programs
- Thorough knowledge of library collection classification and selection techniques
- Knowledge of equipment and facilities required in a comprehensive library program
- Proven leadership skills and the ability to plan, organize, coordinate, and implement a comprehensive library program
- Extensive communication skills and the ability to communicate on a variety of platforms (verbally, via email, via social media, etc.)
- Skill in operation of computers including website design and publishing, word processing, and database management software
- Knowledge of current trends and developments in the library field, including technology developments
- Considerable knowledge of children's, young adult, and adult literature and online resources
- Ability to analyze library service in relation to the needs of the community, and to redirect services consistent with changing public needs and library policy
- Ability to coordinate, analyze, and utilize a variety of reports and records
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public