



Job Title	Library Museum Director
Department	Library Museum
Employment Status	Full-Time Grade 11A \$37.64
Exempt/Nonexempt Status	Exempt

Scope of Work

The Director oversees the operations of the Library and Museum, including collections, programs, services, policies, and procedures. The position is responsible for fiscal management, facility management, personnel, staff training, planning, marketing, and reports. The Director works to advance the mission of both the Library and the Museum by providing opportunities for equal access to information and technology, lifelong learning, programming, community enrichment, and the preservation and sharing of Seward's heritage through a common community space.

Supervision

Reports To	City Manager
Supervises	Supervises the Library and Museum personnel

- Oversees the administrative management, operations, and planning of the Library/Museum collections, exhibits and services.
- Directly supervises all Library/Museum employees, interviews, hires, and trains employees and volunteers, plans, assigns, and directs work, evaluates performance, and acts as warranted, all in accordance with the City's policies and applicable laws.
- Evaluates, selects, and purchases books, periodicals, and media for public use.
- Maintains the condition of the Library/Museum collections through a regular program of reconsideration, replacement, and repair.
- Assembles and organizes Library/Museum materials for efficient use according to accepted principles of cataloging and classification best practices.
- Locates, identifies, and obtains requested information and materials for Library/Museum users.
- Supervises maintenance of the Library/Museum to ensure safe and efficient use of the building.
- Manages building maintenance issues.
- Plans and coordinates the implementation of Library/Museum programs and activities.
- Manages Library/Museum website and promotes programs and activities.
- Prepares regular reports for the Seward Community Library Association Board, Resurrection Bay Historical Society and City administration concerning Library/Museum use, activities and needs.
- Develops and implements policies and procedures for the Library/Museum Departments with consideration of input from the Library Advisory Board and Historical Society.
- Uses input from community interest and user groups to develop long range planning and assesses Library service needs for the area.
- Prepares and administers the Library/Museum budget.
- Identifies sources of alternative funding through research grant opportunities, writing proposals, and administering funding awards.

- Works with the Seward Community Library Association and the Resurrection Bay Historical Society on community fundraising and grant proposals.
- Plans for and coordinates training for support staff in library, museum, and information technology related subjects.
- Provides research and informational assistance to other City departments, businesses, and associations when needed.
- Maintains positive working relationships with educational institutions, cultural and recreational organizations, and agencies on local, state, and national levels.
- Keeps information science skills up to date and maintains awareness of current and emerging information technology and local history preservation through continuing education workshops, professional publications, and organization conferences.
- Provides support to the Historic Preservation Commission.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from college or university with a bachelor's degree in library & Information Services Preferred, supplemented by at least 7 years of related experience, supervisory experience, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities, business administration, public administration, or related field.

Knowledge of	<ul style="list-style-type: none"> • Public library administration and operations including management, budgeting, programming, and customer service. • Library and Museum ethics and management. • Personnel management and applicable laws. • Recent developments, current literature, and sources of information on municipal library administration and operations. • Internet operations and the provision of content and access to internet users. • Networking technologies and products related to library operations. • The use of office equipment including computers and relevant software programs.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Public and customer relations. • Marketing. • Troubleshooting and problem solving.
Ability to	<ul style="list-style-type: none"> • Plan and coordinate the activities and equipment used in the Library and Museum. • Read, analyze, and interpret general business and technical journals, professional publications, financial reports, and government regulations. • Write reports, business correspondence, grant applications and procedure manuals. • Analyze problems, identify, and plan for alternative solutions, and implement plans. • Multi-task and prioritize work. • Assign and supervise the work of others; motivate employees to work toward common goals. • Establish and maintain effective working relationships with supervisors, coworkers, elected officials, partner organizations, Library patrons, Museum visitors, and the general public.

Necessary Special Requirements

- US Passport Acceptance Facility
- Must complete ICS 100, 200, 700 and 800 within first 6 months of employment. ICS 300 and 400 to be completed as soon as available.

Physical Demands

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 essential functions.

- Work is performed mostly in an office/Library setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear, bend, use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to kneel, crouch or crawl.
- The employee is frequently exposed dim lighting and dust.
- The employee must frequently lift and/or move up to 20 pounds and occasionally up to 50 pounds.