



JOB POSTING

LIBRARY DIRECTOR

LEWISTON CITY LIBRARY

LEWISTON, UT

PART-TIME: HOURLY PAY / 29 HOURS PER WEEK / NON-EXEMPT / NON-BENEFITED

Job Summary

The Library Director provides the full range of library services and assists the Library Board and City Council in the overall planning, management, budgeting and evaluation of services and resources.

Minimum Qualifications

Three (3) years of direct customer service experience; OR an equivalent combination of related education and experience.

Due to the nature of this position, the successful applicant must pass a required pre-employment criminal background check.

Example of Duties

- Reviews and selects materials for collection.
- Uses all available reference tools, collections and files to assist patrons.
- Interface with community members groups to develop support for the library.
- Catalogs and classifies materials according to accepted standards.
- Assists in planning for future needs in the areas of budget, equipment and materials.
- Assists in promoting public relations with patrons and the community.
- Attends meetings, conferences and workshops to improve skills.
- Performs other related duties as assigned.

Qualities the Board is Seeking

- Knowledge of the principles and practices of public library functions.



- Knowledge of the principles and practices of public administration as applied to a public library.
- Excellent interpersonal skills, with the ability to facilitate discussion and build consensus.
- Excellent communications skills, including public speaking ability.
- Administrative skill, especially the ability to supervise staff and delegate responsibility, fairly and in accordance with board policies and state and federal laws.
- Ability to work well within lines of authority and to accept decisions made by the board.
- Excellent analytical skills. Ability to work with and manipulate statistical data.
- Strong ability in oral and written communications.
- Ability to work with electronic media, including computers and the Internet.
- Ability to handle complaints and controversy with objectivity.
- Ability to plan and handle multiple, competing priorities, and accommodate deadlines.
- Ability to make decisions in an environment of limited resources and competing claims.

Working Conditions and Physical Requirements

- Requires ability to stand, walk and sit and use computer workstations for extended periods of time.
- Ability to occasionally push/pull a loaded shelving cart weighing up to 150 pounds.
- Ability to occasionally lift up to 30 pounds.

LEWISTON CITY IS AN EQUAL OPPORTUNITY EMPLOYER

Interested individuals can apply by completing an employment application available from the city office, 29 S Main or on the city website www.lewistonutah.gov under “Forms & Permits. Submit completed applications to the city office or by email to aherrera@lewistonutah.gov.

Job posting will be open until position is filled or a minimum of 10 days.