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## City of Preston seeks the Position of an HEAD LIBRARIAN

**General Duties:** The Head Librarian position serves as the department head performing executive and administrative work to manage the daily function of the municipal library including cataloging library materials, oversee activities and programs, record keeping, department budget and capital planning. The Head Librarian supervises department employees and provides leadership to the Library Board.

**Salary Range:** \$44,200 to \$60,715; excellent benefits package offering single health insurance coverage by Medica and UNUM Life Insurance and Delta Dental Insurance. The City of Preston also provides paid holidays.

**Minimum Qualifications:** Considerable knowledge and skill to library operations (2 years of experience), knowledge of SELCO and communication with a board.

Preferred qualification includes a 4 year degree in a related field.

### POSITION PACKET

View the full description at [prestonmn.org](http://prestonmn.org)

### APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by May 31, 2023, and must contain:

1. Cover Letter
2. Résumé
3. Formal City Application

### SELECTION TIMELINE

Application deadline: 05/31/23, 4:30 pm

### SEND APPLICATION MATERIALS TO

Ryan Throckmorton  
City of Preston  
210 Fillmore ST W  
PO Box 657  
Preston MN 55965

Office: 507-765-2153

Email: [rthrockmorton@prestonmn.org](mailto:rthrockmorton@prestonmn.org)



# LIBRARIAN

**Position Title:** Librarian

**Department:** Library

**Supervisor's Title:** City Administrator

**Pay Grade:** 7

**FLSA Status:** Non-exempt

**Work Status:** Part-time

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## Purpose

Serves as department head performing executive and administrative work to manage the daily administration of the municipal library and oversee library activities and programs. Supervises departmental employees. Interacts closely with Library Board to provide information and advise regarding ongoing operations.

## Organizational Relationships

Reports to: City Administrator and Library Board

Communicates with: *Internally* – Library Board, City Council, other department heads and City employees.

*Externally* - Other library directors, regional library system (SELCO), state agencies, Friends of the Library, area residents/tourists, and City residents.

Supervises: All departmental staff (employees and volunteers)

## ESSENTIAL FUNCTIONS

### 1. General Administration

- Keeps City officials informed about pertinent matters through regular contact with the Administrator, meetings with the Board, Council meeting attendance as directed.
- Implements library policies and recommends new policies as appropriate.
- Represents department before various outside entities.
- Manages daily activities through regular contact with employees and other City departments.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Prepares and submits annual reports to the appropriate state agency.
- Attends meetings and training events to maintain knowledge and skills.

### 2. Library Operations

- Manages library's collection development: examines existing materials to determine status; selects new acquisitions through various means; and seeks input regarding the community's information and entertainment needs and interests. Catalogs library materials for circulation.
- Assists patrons with selecting and finding materials; checks out books; and supervises the inter-library loan program.
- Assists patrons in using the library's computers for Internet and word processing. Maintains computers for public and administrative use, including some basic troubleshooting.

### 3. Financial Management

- Works through Library Board and with City Administrator to provide recommendations and input regarding departmental budget.
- Participates, with the Library Board, to evaluate the department's capital needs and makes appropriate requests and plans.

## ESSENTIAL FUNCTIONS (cont.)

- Administers Council-approved budget by following purchasing and other guidelines; approving bills and coding invoices; and reviewing periodic reports.
- Periodically reports financial status to the Library Board and oversees record keeping system.

### 4. Supervision of Departmental Employees

- Performs duties and tasks of subordinate positions regularly and as needed.

### Other Duties and Responsibilities

- Provides library tours to interested groups.
- Performs other related duties and responsibilities as assigned by the City Council.
- Designs and establishes new programs and activities.
- Coordinates training of new and existing employees.

## REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- ♦ Knowledge of and ability to understand/apply, state and federal laws, City ordinances and policies, departmental policies, procedures and directives.
- ♦ Knowledge of departmental policies, procedures, and practices.
- ♦ Knowledge of Dewey Decimal system, authors, book titles, and various categories of literature.
- ♦ Knowledge of OSHA and other safety-related laws.
- ♦ Knowledge of hazardous waste regulations.
- ♦ Knowledge of industry standards, practices, and techniques in library science and management.
- ♦ Knowledge of human resources management, supervisory practices and various employment laws.
- ♦ Knowledge of supervisory and management practices and techniques.
- ♦ Skill in locating specific materials through computerized searches, card catalog searches, and telephone or other contact with libraries in area system.
- ♦ Skill in cataloging library materials.
- ♦ Ability to formulate usage statistics for state reporting and other groups as requested.
- ♦ Skill in supervising personnel.
- ♦ Ability to establish effective working relationships with elected officials, subordinates, and other departmental employees.
- ♦ Ability to communicate effectively, both orally and in writing.
- ♦ Ability to use office equipment such as a computer, typewriter, calculators, and fax machine.
- ♦ Ability to solve problems and make decisions using appropriate processes and tools.
- ♦ Ability to research and prepare accurate and thorough reports and to maintain records.
- ♦ Ability to establish policies and procedures and develop short- and long-term goals and objectives.
- ♦ Ability to promote an ethical work place and ensure all policies, procedures, and protocols are followed by subordinate staff.
- ♦ Ability to perform light to moderate physical effort is required when carrying and shelving books.
- ♦ Ability to lift up to 25 pounds.
- ♦ Ability to stand, walk, sit for extended periods and work in front of computer for long periods.

# LIBRARIAN

- ♦ Ability to perform a variety of physical movements such as bend, stoop, crouch, kneel, push and pull, touch, and use both fine and large motor skills.
- ♦ Ability to attend training and professional meetings to maintain current knowledge.

*Machines, tools, and equipment used:* Book repairs tools and materials, computer and printer, phone, calculator, and other typical office equipment.

## MINIMUM REQUIREMENTS

(An equivalent combination of education and experience may be considered.)

- A level of knowledge and skill equivalent to an associate's degree with course work in relevant areas such as accounting, budgeting, customer service, marketing and management.
- One or two years of experience in a library or educational setting.

## PREFERRED QUALIFICATIONS

- Four-year degree in relevant program.

## Working Conditions

Works mostly indoors. Exposure to some unpleasant working conditions depending on task.