

Carson City Library Director Recruitment Proposed Timelines

Option 1: Shorter Version

Mon. 8/1/22 <i>(21 days)</i>	Open Recruitment
Mon. 8/22/22 <i>(4 days)</i>	Application Closes
(Regular Meeting) Thurs. 8/25/22 <i>(2 weeks)</i>	Select Candidates to Interview
(Special Meeting) Week of Sept. 12-16 (OR Regular Meeting 9/22)	Conduct Interviews, Possible Action to Make Selection (Direct Staff to Make Offer)

Option 2: Longer Version

Mon. 8/1/22 <i>(45 days)</i>	Open Recruitment
Thurs. 9/15/22 <i>(1 week)</i>	Application Closes
(Regular Meeting) Thurs. 9/22/22 <i>(2 weeks)</i>	Select Candidates to Interview
(Special Meeting) Week of Oct. 10-14 (OR Regular Meeting 10/27)	Conduct Interviews, Possible Action to Make Selection (Direct Staff to Make Offer)

Option 3: Don't open recruitment

Because this position is Unclassified, there is no minimum posting requirement. If the Board has a known candidate, internal or external, you may opt to appoint an individual into the position without running an open recruitment.

Carson City Library Director Recruitment Advertising Options

Automatic w/ NeoGov:

1. GovernmentJobs.com
2. Indeed
3. Zip Recruiter
4. Glassdoor
5. Simply Hired
6. LinkedIn

Free Options:

1. Colleges & Universities
2. NV Department of Veterans Services
3. NV Library Association
4. Social Media

Paid Options:

1. American Library Association JobLIST (pricing on pg. 2-3)
2. CarsonNow (pricing on pg. 4)
3. Nevada Appeal/Nevada News Group
4. Boosted posts on LinkedIn or other social media platforms

ALA JobLIST

A SERVICE OF THE AMERICAN LIBRARY ASSOCIATION
AND THE ASSOCIATION OF COLLEGE & RESEARCH LIBRARIES

Online Posting with Resume Access	Enhanced Posting	★ Most Exposure MAXIMUM EXPOSURE
<p>30 Day Job Posting</p> <ul style="list-style-type: none">• Single 30 Day Posting• Includes Resume Bank Access	<p>30 Day Enhanced Job Posting</p> <ul style="list-style-type: none">• Single 30 Day Posting• Job Stays Near Top of the List on Job Board• Job Highlighted on Job Board	<p>Premium Job Flash™ Package</p> <ul style="list-style-type: none">• Job Emailed to More than 66,000 ALA Members and LIS Professionals• Single 30 Day Posting• Job Stays Near Top of List on Job Board• Job Highlighted on Job Board• Resume Bank Access• Click to view recent Job Flash™
<p>Member Price \$249.00</p> <p>Post Job</p>	<p>Member Price \$349.00</p> <p>Post Job</p>	<p>Member Price \$499.00</p> <p>Post Job</p>
<p>Non-Member Price \$324.00</p> <p>Post Job</p>	<p>Non-Member Price \$449.00</p> <p>Post Job</p>	<p>Non-Member Price \$649.00</p> <p>Post Job</p>

Banner Ads

30 Day Premium Header Banner Ad

Reach thousands of LIS job seekers and employers with a 30-day horizontal banner ad appearing near the top of the homepage and job ad search results page!

Members **\$1,449.00** [Buy](#)

Non-Members **\$1,599.00** [Buy](#)

Members save \$150.00

30 Day Cube Banner Ad

Reach thousands of LIS job seekers and employers with a 30-day banner ad appearing on the homepage and job ad search results page!

Members **\$909.00** [Buy](#)

Non-Members **\$999.00** [Buy](#)

Members save \$90.00

30 Day Skyscraper Banner Ad

Reach thousands of LIS job seekers and employers with a 30-day banner ad appearing on the homepage and job ad search results page!

Members **\$1,099.00** [Buy](#)

Non-Members **\$1,199.00** [Buy](#)

Members save \$100.00

Job Flash Email Banner Ad

Our most powerful banner opportunity. Land in the inboxes of more than 66,000 ALA members and LIS professionals with a horizontal banner ad toward the top of our Job Flash featured job ad email, which mails every other Wednesday. Ads will appear in two issues.

Members **\$2,739.00** [Buy](#)

Non-Members **\$2,999.00** [Buy](#)

Members save \$260.00

Ad Programs

Job Banner Ads

Advertise your company's open jobs on our Jobs page, which also rotate at the bottom of each story. Prices start at \$100 per month.

Billboard Ads

If you want to make a big splash, this is it. These are the large ads that run at the top of every page. At 970x250 pixels, it's the largest banner ad offered by any local website. Besides attracting a lot of attention, the Billboard has room to communicate a lot of information to readers. *Limited availability.*

- 1X rotation (1 unit) — 20,000 minimum impressions per month: \$500 (\$25 CPM)
- 2X rotation (2 units) — 40,000 minimum impressions per month: \$800 (\$20 CPM)
- Per Day Pricing (for runs less than one month) — 1X: \$20; 2X: \$30; 4X: \$50

NowAds

Extend the reach of your social networking efforts and communicate with customers in real time. These ads run on the right side of every page, and includes your latest post to Facebook. This allows you to update your ad message anytime you want, multiple times a day. It lets you communicate in real time with readers on Carson Now and the social networks. These ads are sorted so the most recently updated ads show up at the top of the page. That means the more you update, the higher your ad is placed, and the more people will see it.

- All Pages: \$250 per month

In-Story Ads

We embed 300x250 In-Story banner ads within a rotating spot on the content pages of Carson Now, where they are positioned for maximum effect to catch the eyes of readers. An inexpensive and effective way to get your message across. *Limited availability.*

- 1X (1 unit) — 10,000 minimum impressions per month: \$100 (\$10 CPM)
- 3X (3 units) — 30,000 minimum impressions per month: \$200 (\$6.66 CPM)

Call (775) 434-8877 or email advertising@carsonnow.org for more information.



JOB DESCRIPTION

JOB TITLE:	Library Director	FLSA:	Exempt
DEPARTMENT:	Library	GRADE:	D201
REPORTS TO:	Board of Trustees	DATE:	July, 2022

SUMMARY OF JOB PURPOSE:

Under direction of the Library Board of Trustees provides leadership for the full scope of services provided by the community Library in alignment with community needs. Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The position is also charged with making the most difficult library technical decisions, providing advice and counsel, and developing strategies to enhance organizational effectiveness and the sustainability of Library services.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Carson City Library.
- Directs preparation of, presents, and explains the library budget before the Library Board, the Carson City Finance Dept. and the Carson City Board of Supervisors in compliance with City policies and procedures.
- Directs and controls departmental spending within the confines of approved budgets.
- Plans, organizes, administers, reviews and evaluates the activities of library staff, directly or through appropriate delegation.
- Contributes to the overall quality of library service by developing and coordinating work teams and by reviewing, recommending and implementing improved internal procedures.
- Provides support to the Library Board of Trustees by assisting with meetings, preparing reports, and implementing policy approved by the Board.
- Works with Friends of the Library, various advisory boards and commissions, citizen groups and City management to formulate policies, processes, and plans.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvements, directs implementation of changes, and ensures maximum effective service delivery.
- Acquires outside funding sources from public and private grants and donations.

- Confers and works closely with the Library team to provide direction and leadership, problem solve, and make policy exceptions and changes as required for effective service delivery.
- Represents the Carson City Library in local and statewide forums; makes presentations before various advisory committees, legislative, regulatory and community groups; oversees the best interests of the Library in negotiations with others to provide services or take action supportive to the Library.
- Directs the selection of staff and provides training, and professional development opportunities for Library staff; interprets regulations and City policies and procedures to employees; ensures effective morale, productivity and discipline of department staff.
- Participates in professional library associations, and other professional organizations to remain current on development and advancements in Library Science, public administration, and training.

JOB DESCRIPTION

Library Director

ESSENTIAL FUNCTIONS:

- Directs and/or drafts analytical studies; develops and reviews reports of findings, suggests alternatives, and makes recommendations; directs the maintenance of records/files.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Monitors and interprets changes in laws and regulations; evaluates any impact upon library activities, develops and implements policy and procedural changes as required; drafts changes to laws and ordinances and lobbies the legislature on behalf of the Library, and provides supporting testimony as required.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle or arranges for appropriate transportation to attend off-site meetings and visit off-site Library locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Master's Degree in Library and Information Science from an ALA accredited program; AND five (5) years of management experience in a public library environment.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

Required Knowledge and Skills

Knowledge of:

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Operational characteristics, services, and activities of a public library program .
 - Principles and practices of library services including program development and administration for libraries.
 - Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees
 - Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Trends and community needs assessment in the library field

JOB DESCRIPTION

Library Director

Knowledge of:

- Applicable laws, codes and regulations; principles and practices of developing teams, motivating employees and providing leadership in a team environment.
- Computer applications related to the work.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Techniques for making effective public presentations.

Skill in:

- Planning, organizing, and administering comprehensive library services.
- Training others in policies and procedures related to the work.
- Reading, analyzing, and interpreting business and professional journals, financial reports, and legal documents.
- Interpreting, applying, and explaining complex federal, state, and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion, and prudence in dealing with those contacted in the course of the work.
- Sensitively and effectively responding to inquiries and complaints from customers, City departments, and regulatory agencies.
- Evaluating workflow and effectively prioritizing multiple tasks, projects and demands.
- Making effective oral presentations to large and small groups.
- Establishing and maintaining effective work relationships with staff, coworkers, elected officials and the public.
- Developing and implementing goals, objectives, policies, procedures, work standards and expectations.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer service in the most cost effective and efficient manner.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction from the Library Board of Trustees - Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, far-reaching work-related issues, and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint-based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*

CONDITIONS OF EMPLOYMENT:

- 7. *Per NRS 281.574 this position has been determined to fall under the category as “Public Officer”. Public Officer is defined as those persons serving in a position designated by NRS 281A.160 or 281A.182. Individuals are required to complete the “Nevada Acknowledgement of Ethical Standards for Public Officers” form, as well as file a “Financial Disclosure Statement” with the Nevada Secretary of State office.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”