The City of Huron has an opening for a full time Technology / Assistant Library Director

- **Duties:** Responsible for administrative, management, professional and technical work to plan, manage, and supervise all library technologies, services supporting the library’s mission and operations, cooperative and consortia library technology programs, security, building and physical plant operations.
- **Salary:** Bi-weekly: $2064.00
- **Applications Available:**
  - Online: www.huronsd.com, select “City Government” tab, then “City Employment”
  - City Finance Office, 239 Wisconsin Ave SW, 353-8505
  - Huron Public Library, 521 Dakota Ave S, 353-8530
  - S.D.D.O.L & R, 2361 Dakota Avenue South, 353-7155

**Deadline:** Open until filled

**Equal Opportunity Employer**
Huron Public Library  
City of Huron  

JOB TITLE: Technology/Assistant Library Director  
DEPARTMENT: Library  
ACCOUNTABLE TO: Library Director  

PRIMARY OBJECTIVE OF POSITION: Incumbents in this classification are part of the Library's executive team and will work collaboratively to develop and implement a cohesive vision for the Library's future regarding technology, services and other areas that now or will play a role in delivering library services to the public. It is expected that incumbents will be forward-thinking, knowledgeable about library trends, as well as possess an appetite for change, working in a fluid environment and solving problems. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

ESSENTIAL JOB FUNCTIONS: Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35lbs (greater with assistance). The position requires extensive close work (eyestrain), extensive PC monitoring, on-call status and some travel to meetings. Work is performed in a controllable atmosphere which may become noisy at times due to library programs. There may be some exposure to angry or hostile individuals.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:  
- Develops and promotes a cohesive vision for the Library’s technological future with a goal of improving customer experience. Researches, evaluates, and recommends emerging technological tools for use in the Library system. Assists library administration in planning for the overall information technology direction and needs of the Library. Collaborates with vendors to identify and select appropriate technological solutions, as well as tertiary software systems in daily Library operations (e.g. security cameras, HVAC controls, networks, etc.) Evaluates the Library's current and future technological needs for content delivery to the public. Reviews and revises existing processes and makes recommendations for improvement.
- Manages all electronic resources processes (CD ROM, DVD, web access, electronic journal access, library OPAC, e-books, etc.) that provide 60 hours of service each week in the library and 24/7 via the Internet.
- Manage, research, and implement digitization projects including ContentDM.
- Works with City IT on all technology issues concerning the library.
- Manages staff users in library automation system, sets up user parameters within the software, maintains documentation on all library decided parameters, institutes security policies and procedures.
- Responsible for technology assessment of all staff and develops technology training for the staff.
- Implements software upgrades from ILS vendor, online databases, PC software, etc. for all public and staff computers in co-operation with City IT.
- Reviews and evaluates hardware and software for library applications, develops budgets and implementation programs, and makes recommendations to the library Director.
- Manages the daily operations of the Library’s computerized integrated library system, related peripherals, and electronics.
- Manages, monitors and maintains the Library’s local and wide area networks, internet and intranet operations, and telecommunications systems, including the installation of hardware, software, structured cabling systems, and network operating systems in co-operation with City IT.
- Coordinates and manages the Library’s webpage, social media, electronic newsletters, etc. with updated information related to the technology, library events and support services.
- Develops and implements procedures covering the backup and recovery of systems, including the installation of necessary systems and training of support staff on the systems.

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Huron Public Library
City of Huron

- Develops training for and supervises support staff in the use of hardware and software on all network connected devices, including the integrated library system, various Windows-based systems, electronic resources, staff and public internet services, intranet and LAN services, telecommunications systems, and a variety of public access technologies.
- Develops training for the public on the use and implementation of our technologies through online videos, classes and through other technologies.
- Assists the Library Director with developing, implementing, and evaluating library policies, the annual budget request, and the short and long-range goals of the library to ensure that library technology services and activities support organizational goals and objectives.
- Assists in directing the day-to-day services, operations and activities of library public service areas, which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.
- Develops recommendations to be forwarded to the Library Director for changes in procedures, standards, work assignments, security, safety, and equipment or supply needs.
- Assists in developing, establishing, and interpreting policies and procedures for circulation and access policies, and develops the online public catalog screens, formats, and online services.
- Compiles and monitors operational, administrative and statistical data including productivity, attendance and related items; prepares related reports, charts, graphs, procedures and documentation and analyzes data and identifies needs.
- Serves as Library Director in the absence of the Director.
- Oversees building maintenance functions and repairs.
- Works with support staff to insure that the library’s computer systems, networks (local area, internet, and intranet), library management systems, telecommunications, security and daily physical plant functions are available and working every day the Library is open to the public, and that any enhancements and maintenance projects are implemented quickly and accurately with little disruption to public activities.

CUSTOMER SERVICE: This is a front-line position for providing excellent customer service to members of the general public and other City employees. Personal contact occurs with other employees of the Library, employees of other City departments, and the general public. Service is provided in person, by mail, by electronic mail, or by telephone contact. Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS: Maintains a cordial relationship with the public and assists in the effective use of library resources. The Technology Librarian/Assistant Library Director will establish a good working relationship with the staff and public. Suggests changes to library policy and procedures.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Assists the Library Director in managing the staff.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Graduation from an accredited four-year college or university, a master’s degree preferred and three (3) years of library or IT experience which includes systems management, networking (LAN and internet), general building operations, and management, and a preference of at least two (2) years of supervisory experience.
This is an Ordinance position and there is a 1040 hour probationary period.

**Sick Leave:**
- Employees accrue 3.7 hours per pay period of sick leave.
- Maximum accrual of sick leave is 600 hours.
- Sick leave accrues during the first six (6) months but is not usable until employee completes 1040 regular work hours.

**Vacation Time:**
- Group 1 - 0 – 6 years, shall be credited with 3.08 hours vacation per pay period, eighty (80) hours.
- Group 2 – After seven (7) years of continuous service, shall be credited with 4.62 hours vacation per pay period, one hundred twenty (120) hours.
- Group 3 – After fifteen (15) years of continuous service, shall be credited with 6.16 hours vacation per pay period, one hundred sixty (160) hours.
- All vacation accrues during the employee’s first 6 months and is usable immediately following 1040 regular work hours.
- Maximum accrual is 200 hours.

**Retirement:** The City of Huron participates in the South Dakota Retirement System. It is mandatory that all employees participate. Employee’s contribution rate is 6% of gross salary and the city matches this amount which forms the employee’s retirement fund. Upon termination of employment, an employee has the option to withdraw their contributions plus any interest earned on their contribution. An employee is vested after 3 years and would receive 85% of the matching contribution. If less than 3 years, employee would receive 50% of the match.

A 457 Supplemental Retirement Plan is available at the option of the employee after the completion of 1040 regular work hours.

**Health Insurance:** The city provides group health coverage through Avera. For employees who elect to participate the city pays 100% of the premium for single coverage. There are two plans available, a $2500 traditional plan deductible or $4,000 deductible Health Savings Account. On the $2,500 deductible plan, once the deductible is met, there is a 20% coinsurance with a maximum of $4,500 out of pocket for single. Each family unit shall be subject to no more than two (2) deductibles or $5,000 and maximum out of pocket of $9,000. The $2500 deductible plan provides a prescription drug benefit of $12.00, $35.00, $50.00 co-pay for a 30 day supply with a $50.00 deductible per member per year which is waived for generics. The $4,000 Health Savings Account, employee pays for all prescriptions until the maximum deductible is met. All full-time city employees will be eligible for term life insurance and city health insurance on the first day of the month following 30 days of employment with the city. Family cost $2500 plan is $866.04 per month. Family cost H.S.A. is $807.50 per month.

**Supplemental Insurance:** The employee has the option to enroll in the following supplemental insurance: AFLAC products, Delta Dental, Vision Service Plan (VSP). 100% of the premium is paid by the employee with pre-tax dollars after the completion of 1040 regular work hours.

**Term Life:** $25,000.00 Term Life is available. The city pays 50% of the premium.