



Please submit a completed application by email, mail, fax, or in person.

Human Resources  
City of Scottsbluff  
2525 Circle Dr.  
Scottsbluff, NE 69361

[ckite@scottsbluff.org](mailto:ckite@scottsbluff.org)

Fax: 308-630-6294

Phone: 308-630-6211

**DEADLINE – Open until Filled**

## Job Opportunity

CITY OF SCOTTSBLUFF, NEBRASKA

### *Library Director*

#### **Description of the Job:**

The Library Director is an exempt position, requiring advanced knowledge in the field of library science and the consistent exercise of discretion and judgment. This position is responsible for the administration and management of the library; and plans, directs and supervises all library programs and services. The job involves responsibility for strategic planning, library accreditation, fiscal management, information technology, collection development, personnel supervision, public relations, and facilities planning. The Library Director reports to the City Manager.

#### **Essential Functions of the Job:**

Responsible for work performed in all areas of the library including administration, acquisition, cataloging, circulation, children, teen, and adult services, reference, technology, federal and state documents, programming, and public relations;

Reviews, evaluates, and purchases materials of all types for the collection;

Formulates and implements library goals and objectives and interprets these to the public and local government officials;

Works directly with five-member advisory Library Board appointed by City Council;

Consults and confers with the Library Boards, other libraries, academics, citizens, and community groups to help develop services based on the needs of people of diverse ages, backgrounds and interests;

Develops library policies for Library Board and City Council approval;

Develops and administers annual library budgets;

Participates in the recruitment process to fill open positions in the department, which includes application review, interviews, and making recommendations to the City Manager concerning hiring, promotions, demotions, reassignment and dismissal of personnel;

Directs, supervises, and evaluates library staff;

Responsible for monitoring employee's schedules and approval of payroll, including the preparation of personnel action as it relates to discipline or a performance improvement plan;

Develops and supervises the promotion and marketing of the library, its resources, services, and programs;

Collaborates and cooperates with other educational, cultural, and social agencies serving the area;

Oversees purchases for the department and prepares invoices for the claims process;

Manages and directs the library's automation system (in collaboration with the ONELibrary Consortium), Internet access, and other technologies.

Participates in professional development organizations and training programs and attends professional meetings and conferences;

Represents the library in community and professional organizations and volunteer groups;

Maintains quality customer service for diverse population;

Reviews library collection regularly for discard, updating, and replacement;

Plans and coordinates improvements of the library facility;

Develops training programs for staff and assists with answering complex reference questions;

Develops and interprets policies and procedures for editing bibliographic and authority data for all public catalogs;

Articulates, supports, and promotes policies, procedures, and library vision in written statements and manuals;

Prepares job instruction tools and training manuals;

Assists with cataloging using OCLC copy when needed;

Prepares or supervises the preparation of clear, concise, and timely reports as required by the City, State, and Government Printing Office;

Establishes statistical collection methods and analyzes data;

Assists with customer service delivery (reference, reader's advisory, circulation) when necessary;

Assist with related duties in cooperation with any division or department as assigned;

Regular attendance and punctuality required.

**Knowledge, Skills, and Abilities:**

Ability to communicate effectively both orally and in writing with co-workers, city staff, Council Members and the public;

Ability to develop and maintain effective working relationships with associates, representatives of outside agencies, and the public;

Ability to work with citizens, elected officials and other city employees in a positive, professional, and supportive manner at all times;

Strong interpersonal skills;

Strong commitment to excellent customer service;

Knowledge of current trends in library development, trends in library technology, and public library operation;

Ability to deal pleasantly and tactfully with customer complaints;

Ability to perform multiple tasks simultaneously in a work environment which includes constant interruptions;

Willingness to work outside of normal office hours, which may include working evenings or weekends;

Ability to lift up to 20 pounds with the ability to lift lesser weights repetitively;

Ability to sit, stand, walk, talk, hear, reach with hands and arms, use fingers to handle objects, ability to operate necessary office equipment. Occasionally required to kneel, crouch and stoop.

**Minimum Qualifications:**

Masters degree in Library or Information Science from an institution accredited by the American Library Association; or ability to obtain within a reasonable period of time as determined by City Manager after date of hire;

Five years professional library experience, including three years of experience in supervision;

Experience in directing or implementing ideas or procedures as needed.

Valid Driver's License;

**Preferred Qualifications:**

- Comprehensive knowledge of professional library principles, methods, techniques, and procedures;
- Substantive knowledge and significant current experience with various electronic technologies and print resources to access and deliver information;
- Ability to evaluate community needs;
- Effective public relations skills to actively pursue fund raising efforts.

*This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.*

Salary range: \$70,555.16- \$94,550.56

**A City application form is required for this position and may be obtained at City Hall, 2525 Circle Drive, Scottsbluff, NE 69361, or at [www.scottsbluff.org](http://www.scottsbluff.org). Applications will be accepted until the position is filled.**



# Employment Application

*Employees of City of Scottsbluff and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender, age, veteran status, or any other legally protected status.*

Please print or write legibly in ink. Fill in all blanks completely.

POSITION APPLIED FOR:		DATE OF APPLICATION	
LAST NAME		FIRST NAME	MI
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER		E-MAIL ADDRESS	
VALID DRIVER'S LICENSE	<input type="checkbox"/> Yes <input type="checkbox"/> No	License Number	State Exp Date
Legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of citizenship or immigration status will be required upon employment.)</i>			
Have you been employed with the City of Scottsbluff? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ Position Held: _____			
Are you related to anyone employed by the City of Scottsbluff? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Department: _____			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, can we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date Available to Start:		Desired Salary:	
Have you ever been dismissed from employment for misconduct or have you ever resigned on request to avoid discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: _____			
<b><u>EDUCATION</u></b>	High School or GED	Undergraduate College/University	Graduate/Professional
School Name/Location			
Years Completed	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Diploma/Degree			
Major/Minor Subjects			
List Licenses, Professional, Registration, other Recognition:			
List Special Skills or Qualifications:			
<b><u>Military</u></b> Branch of Service:		Duties/Special Training:	
Period of Active Duty:	Rank at Discharge:	Type of Discharge:	
Are you claiming Veterans Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, a copy of honorable discharge papers (Form DD214) must be attached to this application. Veterans Preference only applies when a qualified candidate obtains passing scores on all parts and phases of examinations/interviews.</i>			

**Employment Experience** – Start with your present or most recent position including any military service and complete the below information fully. If you need additional space, please continue on a separate sheet of paper

<b>Name of Employer:</b>	Dates Employed (Month & Year) From: _____ To: _____	Hourly/Salary Rate: Starting: _____ End: _____
Job Title:	Describe your duties:	
Supervisor:		
Address:		
Phone:		
Reason for Leaving:		

<b>Name of Employer:</b>	Dates Employed (Month & Year) From: _____ To: _____	Hourly/Salary Rate: Starting: _____ End: _____
Job Title:	Describe your duties:	
Supervisor:		
Address:		
Phone:		
Reason for Leaving:		

<b>Name of Employer:</b>	Dates Employed (Month & Year) From: _____ To: _____	Hourly/Salary Rate: Starting: _____ End: _____
Job Title:	Describe your duties:	
Supervisor:		
Address:		
Phone:		
Reason for Leaving:		

**REFERENCES: List three references who are neither related to you nor a former employer.**

Name	Address (City, State, Zip)	Phone	Years Known

**EMPLOYEE CONSENT** - I, \_\_\_\_\_ hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the City of Scottsbluff.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICANT'S STATEMENT (Read Carefully)**

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize a complete background investigation, including but not limited to all statements contained in the application for employment as may be necessary in arriving at an employment decision. If I am employed by the City based on this application. I understand that false or misleading information given in my application or interview(s) will result in discharge. I understand that if I am hired, my employment is at will, and I can be terminated according to the provisions of the City of Scottsbluff's Personnel manual.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For City use only!**

This application was received by: \_\_\_\_\_ Date \_\_\_\_\_

**CTY OF SCOTTSBLUFF**  
**RECRUITMENT INFORMATION FORM**

**NAME:** \_\_\_\_\_

For the position of: LIBRARY DIRECTOR

Please provide written responses to the following questions and attach to the completed application for employment.

1. How did you learn of this recruitment?
2. What do you feel are some of the greatest technological challenges and opportunities facing public libraries today?
3. Give an example of an important library-related goal you set and relate your success in reaching it.
4. Describe the most creative work-related project you have carried out.
5. Describe the administrative and technical experience you have had with networked library electronic services, library automation, and OCLC products and services.
6. What is your definition of leadership and how can it be applied in a term-oriented work environment.
7. Tell about your involvement with professional library organizations and community organizations.
8. Detail your experience in budget preparation and management as well as efforts in exploring and acquiring alternate funding sources.



**ANTI-DRUG PLAN**

In accordance with the NEBRASKA DRUG FREE WORK PLACE ACT of 1988, and the City of Scottsbluff’s Anti-Drug Plan, the City of Scottsbluff has instituted a drug testing program. The City of Scottsbluff has reviewed the legal, operational, social, medical and ethical aspects of instituting this program. I understand the manufacture, distribution, possession, use, sale, transfer, purchase, and transport of illegal drugs will be considered a violation of the City of Scottsbluff’s Anti-Drug Plan and shall be grounds for disciplinary action, including termination. This program allows all employees to enjoy a safe, productive, and healthy work environment. Individuals are urged to seek assistance prior to problems affecting on-the-job performance.

PRE-EMPLOYMENT: Job applicants who are being considered for employment for positions with particular responsibilities must read the Anti-Drug Plan, sign a consent form, and submit to pre-employment drug testing.

CERTIFICATION: I have heard, and understand the content of the above Anti-Drug Plan. I understand that compliance with the Anti-Drug Plan will be considered a condition of employment with the City of Scottsbluff.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT REFERENCE CHECK**

*Disclosure Pursuant to the Fair Credit Reporting Act: The City of Scottsbluff may obtain a Consumer Report about you for employment purposes. The Consumer Report may contain information about you including but not limited to the information set forth below. A summary of Your Rights Under the Fair Credit Reporting Act is attached.*

I, \_\_\_\_\_ authorize the City of Scottsbluff to check previous employment and/or personal references listed on my application and/or resume. I also give my consent the City of Scottsbluff to obtain the following:

- Records of educational institutions that I have attended.
- Driving record and civil/criminal history.
- Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me.
- Pre-employment records from prospective employers.
- A consumer report that might show financial and credit information, including credit reports and ratings. Records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act.
- Any information from Counsel who have represented me in civil/criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

Name (Including Maiden Name): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Most Recent/Current Employer: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051