

LIBRARY DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To plan, direct, manage and oversee the activities and operations of the City's Library; areas of responsibility include including the adult, children, technical, audio-visual, and reference sections, and circulation functions; to manage the library collection and the acquisition of new library materials and resources; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Assume full management responsibility for all Library services and activities; areas of responsibility include the adult, children, technical, audio-visual, and reference sections, and circulation functions; manage the library collection and the acquisition of new library materials and resources; recommend and administer policies and procedures.
2. Manage the development and implementation of library goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Library's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Oversee and direct the development of library collections, services and programs to more effectively meet current and future community needs.
7. Perform administrative and technical work supporting the implementation of policies, rules and regulations as determined by the Library Commission; keep the Commission informed on all policy matters.
8. Oversee, participate and direct the day to day projects and activities of the Library, including patron services, administration, reference, circulation functions, and collecting payments for lost or damaged materials.
9. Monitor and review new library acquisitions; direct catalog improvements, reference assistance, circulation control and automation functions.

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Library Director (Continued)

10. Coordinate the services of the Library with the programs of other libraries to provide extended library services.
11. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. Explain, justify and defend Library programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Identify and seek alternative means of supporting and financing library services and programs including grant applications, fund raising, donor relations, and association with Friends of the Library and related community groups.
15. Represent the Library to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
16. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees including the Library Commission; prepare and present agendas, staff reports and other necessary correspondence.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library program development and administration.
18. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive public library.
Principles and practices of library administration, organization and management.
Principles and practices of program development and administration.
Methods and techniques of modern library work.
Information technology trends in library operations.
Automated library systems administration and operation.
Marketing theories, principles and practices and their application to library programs and services.
Modern office equipment including computers and supporting word processing and spreadsheet applications.
Principles of business letter writing and report preparation.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct the operations and activities of a public library.
Develop and administer library goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff.
Delegate authority and responsibility.

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Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Monitor and review new library acquisitions.
Oversee and direct library automation programs.
Research, analyze and evaluate new service delivery methods and techniques.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Master's degree in Library Science from an accredited college or university.

Experience:

Six years of increasingly responsible experience in library administration, including three years of administrative and management responsibility.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

Environment: Library environment; extensive public contact.

Mobility: Incumbents require sufficient mobility to work in a library setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.