



## JOB DESCRIPTION

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# **LIBRARY DIRECTOR**

## **DEFINITION**

Under general supervision of the City Manager, administers all City Library functions; serves as the chief administrative officer of the Library and serves as Executive Secretary to the City Library Board.

## **CLASS CHARACTERISTICS**

The Library Director manages all resources of the library, including staff, materials, budgets and other funding; develops and administers policies, annual and long term master plans, and promotes a fully automated, innovative and user-friendly library environment for the citizens of this City.

## **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Directs all phases of library administration including planning, preparation and maintenance of operations manuals and service plans, staff supervision, budget preparation and control, collection selection and development.
2. Prepares required reports for local, state, and federal agencies.
3. Manages special projects including research and analysis.
4. Confers with other City departments and outside agencies to resolve questions and to coordinate activities.
5. Serves as staff liaison to the Library Advisory Commission and Cultural Commission.
6. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## **QUALIFICATIONS/GUIDELINES**

### **Education and/or Experience**

The Library Director shall possess a Master of Library Science or equivalent degree from an ALA accredited college or university and have recent significant upper-level administrative experience in library services, significant management skills including personnel management, and the ability to represent the Library's mission to the citizens of the City having some knowledge and experience in public relations. Computerized system experience and knowledge of current trends in library services and technology are critical.

### **Knowledge, Skills and Abilities**

Considerable knowledge of modern library services, organization and equipment; books, sources, bibliographies, reference materials, and cataloging and classification plans; data processing applications for libraries; principles and practices of administration, supervision and training; excellent written and oral communication skills; applicable sections of federal, state and local laws and codes; principles and practices of budget preparation and control; practices and techniques of developing grant proposals. Ability to plan and direct a public library; promote interest of children, young adults and adults in books and in library services; select books and other materials for the library; work independently with little direction; establish and maintain effective working relationships with others; meet schedules and time lines; plan,



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develop and direct programs; train, supervise and evaluate personnel, research data and prepare reports; interpret, apply and explain laws, codes, regulations, policies and procedures; analyze situations accurately and adopt effective courses of action; raise funds for library services.

### SPECIAL REQUIREMENTS

Possession of, or ability to obtain an appropriate California driver's license and a satisfactory driving record.

### ESSENTIAL ELEMENTS

#### Physical Demands

Sitting, walking, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

#### Stress Factors

High pressure in making independent decisions. Ability to initiate and defend actions before City Library Board.

#### Work Environment

Works alone, with others, around others, verbal contact, face-to-face.

#### Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension, judgment, and decision-making.

#### Equipment

Computer, keyboard, telephone, calculator, automated circulation equipment.