

JOB TITLE  
Library Director (EM)

JOB CODE  
05190

DEPARTMENT  
Library

TITLE OF IMMEDIATE SUPERVISOR  
Assistant City Manager

JOB SUMMARY

Provides active leadership in shaping the vision and strategic direction for library services in the community.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Provides leadership and direction for library services in the community by ensuring alignment of library operations with city vision and goals and customer needs; applies continuing improvement philosophy to the oversight of library operations including resident-focused services to youth and adults through fixed and mobile facilities and community partnerships; acquisition of library materials; and recruitment and training of staff; participates on teams dealing with library operations; city-wide departmental issues; and community partnerships; guides the development and implementation of library objectives through quality teams; builds visibility for the library and develops effective relationships with community organizations and leaders; prepares for and attends meetings, conferences, workshops and seminars which promote growth of professional knowledge, expand cooperative service efforts with other organizations and in evaluating and applying developing service technologies; oversees the preparation of the annual library budget; ensures linkage between budget process and strategic plan; monitor expenditures throughout year to ensure resources are allocated based upon service data; provides staff support to the Library Board by preparing items for Board consideration, agenda items and attending meetings; hires and evaluates professional library personnel and actively participates in affirmative action outreach.

MINIMUM OR DESIRED QUALIFICATIONS

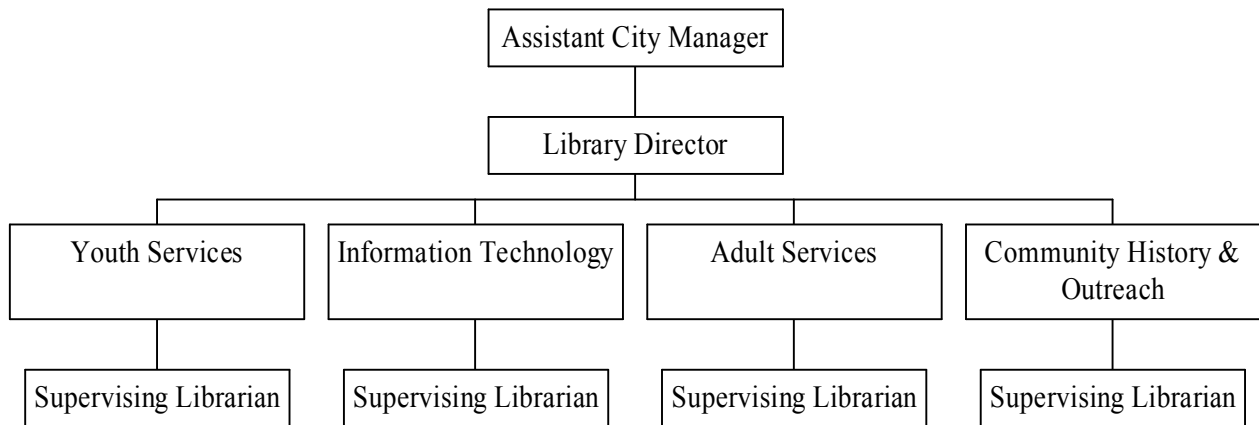
Education: Graduation from a college or university and a Master of Library Science degree from an accredited library school.

Experience: A minimum of eight years of responsible professional library experience, including three years in a responsible administrative position, either as a head librarian in a smaller system, or assistant head librarian or head of a major division for a large public library. It is preferred that the supervisory professional library experience has been in a municipal library.

Knowledge of: Library administrative and management practices, including those related to finance, budget administration, personnel, and service delivery; library applications of new technology, including telecommunications, is desirable; public library book collection management.

Ability to: Use consistent, demonstrated administrative skills; establish short and long range goals and objectives and accomplish them through effective programming. Recruit, train, motivate and supervise employees. Establish and maintain effective working relationships with City employees and management personnel, community leaders, and others. Analyze professional and administrative problems and to implement effective solutions. Make effective written and oral reports, presentations and analyses. Develop and carry out a strong public relations program.

ORGANIZATIONAL RELATIONSHIPS



Class title established per Council Resolution No. 63-145,  
effective 9-1-63

Reviewed: 03/04  
ADA Approved: 03/04