

Class Specification: for Library Director, see "Department Head –Library Director

December 2004

LIBRARY DIRECTOR

Definition:

Under general administrative direction is responsible for all activities of the Library Department, advises and assists the Library Board of Trustees and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the Library Director include the following:

Plans, organizes, directs and manages all activities of the Library Department to include branch library and bookmobile services management.

Coordinates Library activities with those of other departments as needed.

Advises the City Manager, City Council, the Library Board of Trustees and other City departments/divisions on issues pertaining to applicable Library services.

Represents the City in Library issues before a variety of groups, the public and other agencies.

Develops, recommends, administers, interprets and enforces departmental policies and procedures and assists in the development and administration of the City's Library policies and regulations.

Selects and is responsible for the training, supervision and evaluation of all departmental staff.

Directs and participates in the preparation of a wide variety of studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances.

Makes Library Department budget recommendations and administers the expenditure of funds.

In conjunction with the Library Board of Trustees formulates, recommends and implements goals and long-range plans for library services to meet community needs.

Develops workload indicators to measure progress towards goals achievement.

Develops and evaluates special programs.
Makes applicable recommendations for the capital improvement program and for the purchase of materials, equipment and supplies.

Seeks, develops and makes recommendations on alternative sources of funding.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.

Makes oral and written presentations.

Attends a variety of meetings and civic functions and represents the City.

Serves as staff liaison to Library support groups to include Friends of the Library and the Library Foundation.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Library Director is a single incumbent department head class and is a member of the City's executive team. The Library Director is appointed by and serves at the pleasure of the Library Board of Trustees, reports to the Board and City Manager and has broad responsibility for the safe, efficient and effective administration of all department activities.

Contacts and Relationships:

The Library Director supervises division managers and professional/administrative support staff and through them all Library Department employees. The Library Director establishes and maintains contact with and has continuing interaction with a variety of City staff to include City Council Members, the City Manager, Library Trustees and City department heads. Additional contact will occur with Friends of the Library, the Library Foundation, other civic groups and representatives of other public and private libraries and other agencies. Contact with the public will occur during some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal government and public library organization, administration and operations to include special, political and economic trends and operating problems of municipal libraries.

Principles, practices and methods used in contemporary public library operations.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal budget administration, capital improvement programs and revenue sources related to area assigned.

Laws, codes, rules and procedures which apply to public library issues to include fund raising and related legal issues.

Goal-setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership for the City's Library Department staff and programs.

Formulate and administer an effective citywide program of library services.

Analyze problems and recommend and implement effective solutions.

Select, train, motivate, supervise and evaluate assigned staff.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Meet with citizen groups and organizations, analyze and resolve complaints and make recommendations on requests for service.

Work within, interpret and apply applicable laws, City and department rules and regulations.

Establish and maintain effective relationships with those contacted in the course of work.

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in any discipline from an accredited college or university and a Masters Degree in Library Science from an accredited college or university,

AND

Experience:

Eight years of recent, continuous, progressively responsible professional public library experience, including three years at the mid-management/supervisory level or higher in an organization comparable to Fullerton in terms of scope of activity.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Library Director file financial disclosure statements in accordance with state and local laws.

Other:

Some completed undergraduate or graduate level coursework in Management, Business Administration or Public Administration from an accredited college or university is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office and library environment. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, bends twists, reaches and grasps and is exposed to book dust. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Executive.