City of Woodland

LIBRARY SERVICES DIRECTOR

DEFINITION

To plan, organize, and direct the operations and activities of the City's library system.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the Library Board of Trustees. Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, organize, and direct the operations and activities of the City's library system.

Develop and coordinate programs of service to meet community needs including plans for efficient and economical use of labor, buildings, equipment and materials.

Attend meetings of and prepare reports for the Library Board of Trustees and provide technical and professional advice and recommendations related to levels of service and other library-related matters.

Prepare and direct the preparation of various statistical reports to the City Council and state and federal reports; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness.

Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other library related matters; direct preparation of relevant reports and research.

Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media.

In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development.

Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures.

Promote and maintain safety in the work place.

Represent the Library before the City Council, the community and at professional meetings as requested.

Serve as Acting City Manager as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
Principles and practices of organization, administration, budgeting and personnel management, including principles and practices of library science, automation and collection.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Library classification, circulation, distributing, cataloging and reference techniques and practices; automated library systems and data bases.

Operation and programs of a personal computer.

Skill to:
Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate clearly and concisely, both orally and in writing.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:
Develop and implement library services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press.

Analyze a variety of administrative and organizational problems and make sound policy and procedure interpretations and recommendations.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

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

Education
Possession of a Master's of Library Science Degree from an accredited college or university is required in addition to a Bachelor's Degree with major course work in library services or related field;

Experience:

Five years of increasingly responsible experience in professional public library administration, including at least three years of responsible administrative/management experience.

Human Resources

Council Action: April 7, 1998