

LIBRARY DIRECTOR

DEFINITION

This position directs the Monterey County library system, serving a population of approximately 220,000 in diverse communities. Plans, organizes and directs library operations and administration. Works with the County Administration to provide effective and efficient library services to residents and visitors of Monterey County. Is responsible for overall Library administration, seventeen branches and two bookmobiles.

DISTINGUISHING CHARACTERISTICS

Library Director is the Executive classification of the Monterey County Library system.

Library Director is generally distinguished from the next lower class of Assistant Library Director by the former's overall responsibility for the direction and management of Monterey County Free Libraries, its funding, and community relations.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Typical duties may include, but are not limited to the following:

1. Evaluates the need for library service throughout the County and makes recommendations to the Board of Supervisors for the establishment of programs and facilities to meet those needs; accountable for all department activities.
2. Confers with County officials and other City or community leaders and groups in coordinating County library activities with State and other local programs; represents the library in its community and labor relations.
3. Plans, coordinates, and directs a balanced program of library service; determines the financial needs of the library, develops a proposed budget and supervises the expenditures of appropriated funds.
4. Generates correspondence and reports, evaluates strategies and data.
5. Designs and organizes Library community events; participates in fundraising by the Foundation for Monterey County Free Libraries.
6. Serves as a member of Monterey County executives; coordinates with CAO staff on a variety of legal, financial, and/or operational issues.

7. Serves as the department's Hiring Authority; authorizes the recruitment, selection, placement, training, and performance evaluation of the staff.
8. Directly supervises the Assistant Library Director; indirectly supervises all departmental employees.
9. Reviews and determines library policies and practices; directs the keeping of necessary records and the preparation of reports and correspondence.
10. Represents the Library in the local consortia and other boards and community events
11. Participates and encourages staff members to participate in the activities of professional library organizations.

MINIMUM QUALIFICATIONS

A combination of experience, education and/or training which substantially demonstrates the following knowledge or skills is required:

Knowledge and Abilities

Thorough knowledge of:

1. Library operations and organization, including services, activities, staffing, facilities, and equipment.
2. Principles and practices of library science.
3. Reference sources and methods and other information-acquisition methods.
4. Advanced collection development principles and strategies as well as tools for selection.
5. Principles and practices of leadership, management, supervision, training, and motivation of staff.
6. Public library philosophy and practice, and professional ethics and obligations.

Working knowledge of:

1. Principles and practices of program development and administration.
2. Principles and practices of municipal budget preparation and administration as applied to a library system; and, public library funding sources.
3. The publishing industry including standards and practices.
4. Library automation principles and practices, computer equipment systems and software.
5. Popular literature, and web and social media resources

Some knowledge of:

Federal, State, and local laws, codes, and regulations related to library services and personnel administration.

Skill and Ability to:

1. Develop, organize, plan and coordinate operating procedures and information programs.
2. Select, supervise, train, and evaluate staff; and oversee, direct, coordinate and motivate the work of others.
3. Conduct accurate and thorough research and analysis, identify alternative solutions, project consequences of proposed actions, implement recommendations, and prepare clear and concise administrative and financial reports.
4. Prepare and administer large program budgets.
5. Analyze, assess, and address community needs related to the Library System and recommend plans for modifying or extending library services.
6. Research, analyze, and evaluate new service delivery methods and techniques.
7. Interpret library policies and procedures to the public and support staff.
8. Design and develop effective public relations and publicity materials for media and Community publications.
9. Interpret and apply Federal, State, and local policies, laws, and regulations related to library services and personnel administration.
10. Communicate effectively, clearly and accurately, both orally and in writing.
11. Operate a personal computer with standard software, such as Word, Excel, PowerPoint and to learn specialized library software systems such as Polaris. Operate standard office equipment.
12. Establish and maintain effective working relationships with other employees and the general public.
13. Communicate a warm and welcoming public attitude and spirit of service.
14. Willingness to work Library System's schedule of hours.
15. Willingness to transport self throughout Library System.

Desirable Qualifications

1. Fluency in Spanish is desired

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Possess a valid California driver's license and a safe driving record; or the ability to provide suitable alternate transportation that is approved by the appointing authority.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experiences, education or training. A typical way to acquire these required knowledge and skills is listed below:

Education

Master of Library Science degree from a program accredited by the American Library

Association.

AND

Experience

Five years of increasingly responsible experience in a professional level library position, including three years of experience at the supervisory or management level.

AND

Competency and experience in two of the following library service areas: Reference Services, Adult Services, Children’s Services, Technical Services or Technology.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

Ability to sit for approximately six hours per day performing assigned duties such as in meetings or at a computer terminal; Ability to walk approximately two hours per day to organize the efforts of others and oversee library operations; Physical strength to lift materials weighing up to approximately 25 pounds on occasion and to lift, reach, bend and carry meeting materials, displays, etc.; Ability to perform coordinated, skillful movements of fingers, hands or arms in order to use a personal computer and drive a motor vehicle. Hear, speak and see sufficiently to function in a typical office environment.

CLASS HISTORY

CLASS DATA

Class Code: 11A05
Established Date: 12/2013
Revised Date:
Former Title:

Bargaining Unit: Y
EEO Category: E
Work Group: 00
Worker’s Comp. Code: 8810

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Approved by:

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Human Resources Department

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Date