

LIBRARY DIRECTOR

MAJOR FUNCTION

This is a professional, administrative, and supervisory position responsible for management, administration, planning, development, and operating activities of the library system.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Plans, develops, organizes, and directs the operation of the county library system. Includes supervision of staff, establishment of budgets, policy determination, development of a long-range plan of service and annual plan of service, grant writing, recommendation and development of new service outlets, creative problem solving, and the formulation and supervision of a variety of broad policy and program objectives for the library system.
- Establishes and maintains effective relationships with the various library boards, friends of the library groups, library patrons, vendors, and governing commissions dealing with the library system. Well informed and prepared to promote the library and its mission. Develops and recommends library policies and services to the Library Advisory Board for confirmation by the County Administrator, and implements policy decisions.
- Provides library public relations services. Publicizes the library via print, electronic, public speaking, and other means.
- Monitors and evaluates public opinion and attitude, identifies objectives, programs and procedures with the interests of targeted audiences in mind, and develops a communications program that will increase public awareness and acceptance of the library.
- Represents the library in civic, educational, governmental, and library affairs of the County.
- Works with representatives and elected officials at the local, state, and national level to effect library legislation.
- Negotiates and processes agreements and contracts with other agencies and private groups to enhance the library system and services.
- Applies for grants, corporate and personal donations, and revenue producing services to assist in fund raising activities for the library.
- Responsible for development and compliance of annual budget including personnel changes and major capital expenditures. Supervises the preparation of the annual budget for all divisions within the library system. Monitors expenditures of all the divisional budgets for the department.
- Supervises library personnel. Analyzes, selects, and executes recommendations for hire.

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Conducts employee performance appraisals. Reviews library performance appraisals. Counsels staff and resolves personnel concerns. Develops programs to maintain positive staff morale.

- Provides a timely response to public inquiries and complaints. Provides technical assistance to others as needed.
- Keeps informed of developing trends in the provision of public library services. Monitors service levels.
- Produces library research, reports, statistics, and proposals. Monitors the monthly narrative and statistical reports of library divisions and branches.
- Meets with and reports to the Library Advisory Board, as a whole, on a monthly basis. Meets with and reports to the various committees of the Library Advisory Board, as needed.
- Maintains and promotes characteristics of excellent customer service in overall operations.
- Carries out policies, procedures, and established practices of the County's library system.

SECONDARY FUNCTIONS

- Assists on the public service floor, as needed.
- Performs random visual inspection of the library shelving to adjust and make sure things are in proper Dewey decimal order.
- Reviews and evaluates orders for library materials.
- Examines trade publications and materials, interviews publisher representatives, and consults with others to select materials.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, media, local, state and national elected officials, vendors, and customers of the department. Service is provided in person, by mail, electronically, or by phone.

SUPERVISION

Direct supervision over a relatively small number of employees and indirect supervision of a large size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on the job training,

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evaluating job performance, recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience.

Master of Library Science Degree from an ALA accredited institution; eight years experience in professional library work, five years of which shall be in a supervisory or managerial capacity, with broad exposure to administrative aspects of the work, e.g., budget administration, personnel management; or an equivalent combination of education and experience.

Licenses.

Possession of a valid Florida Driver License.

Certifications.

Master of Library Science Degree from an ALA accredited institution.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

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- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Considerable knowledge of the practices, methods, materials, and procedures of library management and development. Knowledge of the theory and objectives of a public library system.
- Skill in coordinating various divisions and directing staff. Ability to analyze and evaluate library services and needs.
- Familiarity with titles, and the ability to use and instruct in the use of reference sources and computer databases.
- Knowledge of literature and the ability to share this knowledge. Knowledge of reader tastes and interest and the ability to recommend appropriate titles. Ability to perform research.
- Proficiency in the use of current personal computer technologies, e.g., Internet research, word processors, spreadsheet applications, database management programs, desktop publishing software, email.
- Ability to learn and use specialized computer software and hardware.
- Knowledge of and ability to use electronic information delivery systems, including but not limited to the library OPAC and electronic databases.
- Ability to develop and utilize advance search methodologies.
- Ability to understand, issue, and follow oral and written instructions.
- Ability to communicate verbally, one-on-one and in group settings, and in written format.
- Ability to communicate in a courteous, professional, and tactful manner.
- Ability to learn, apply, and teach new methods, procedures, operations, and policies.
- Ability to analyze administrative, technical, and professional library problems and to take appropriate action.
- Ability to function independently of constant direct supervision. Ability to use independent judgment to resolve customer concerns.

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- Ability to set priorities and meet multiple deadlines.
- Ability to adapt to interruptions and changes. Ability to pay close attention to detail.
- Ability to prepare grant applications and bid specifications.
- Ability to establish and maintain effective working relationships with members of the general public, coworkers, elected and appointed officials, and members of a diverse cultural and linguistic background.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office and library equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, sit, lift up to 25 pounds, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The noise level for this job is moderate. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to fumes or airborne particles. Work environment is customer service oriented and, as such, involves considerable interaction and exposure to the general public, with potential for exposure to communicable disease or inappropriate behavior.

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