CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: LIBRARY DIRECTOR **JOB CODE: 4005**
DEPARTMENT: PUBLIC LIBRARY **DATE: 2/08**
REPORTS TO: CITY MANAGER

JOB SUMMARY:

This position manages the overall operations of the Library System; supervises and evaluates subordinate staff; provides opportunities for career development; develops annual budget; and establishes goals, objectives, priorities, and strategies for the Library System.

ESSENTIAL JOB FUNCTIONS:

Manages the overall operations of the library system to ensure the effective and efficient operation of the system, and to maintain the provision of quality services.

Develops and seeks to implement a vision for the future of the library system services and facilities; engenders support of staff, library trustees, the Concord Public Library Foundation, city administration, City Council, and community.

Sets, plans, develops, and implements overall goals.

Develops and prepares annual operating budget; monitors expenditures and revenues to ensure that appropriated budget is maintained; approves expenditures and purchase requisitions; reviews monthly expenditure reports.

Plans, allocates, and monitors time, people, equipment, and other resources and organizational structure for the library to ensure efficient delivery of quality services.

Develops, communicates, and monitors policies, procedures, and standards for area of assignment; analyzes and evaluates library policies, procedures, and activities; implements improvements.

Confers with City Council, city administration, and other city departments to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Reports to Library Board of Trustees and the Concord Public Library Foundation to keep them informed on key issues and progress toward objectives.

Writes grants to supplement funding; seeks acceptance of gifts by the City Council; directly responsible for or oversees spending of grant monies.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including interviewing, hiring, training, planning, assigning, directing, evaluating, rewarding, and disciplining personnel; addresses complaints and resolves problems.

Consults with staff on personnel problems, library policies, facilities issues, and other library service concerns requiring administrative attention and action.

Consults with General Services Department about the operation and maintenance of library buildings.

Supports the Concord Public Library Foundation in its mission to increase community support and donations to the library; prepares budget requests for the Concord Public Library Foundation annual gift to library; seeks City Council acceptance; oversees expenditures.

Responds orally and in writing to patron issues, problems, or complaints regarding library policies and services.

Ensures that library services and facilities comply with federal, state, county, and city laws and regulations.

Represents the city at various functions such as making speeches at civic and business associations and meeting with developers, officials, citizens, representatives of the press, and influential persons within the community to establish goodwill and resolve/respond to issues.

Develops gifting opportunities; solicits and assists the Concord Public Library Foundation in obtaining gifts; seeks acceptance of gifts from the City Council; oversees spending and implementation of gifts.

Serves on committees and boards as assigned by the City Manager.

Keeps abreast of professional library literature.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal Calculator Copier
General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree in Library/Information Science accredited by the American Library Association.

Five or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of library science, technology, and management.

Administration of staff and activities, either directly or through subordinate supervision.

Library design and construction.

Program evaluation and policy analysis principles and techniques.

Techniques and methods of budget development and financial management.

Legal issues relating to library services.

Collection development principles and practices.

Library automation and technology.

Methods and techniques of research, statistical analysis, and report presentation.

Skill in:

Communicating clearly and effectively, both orally and in writing.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Planning, managing, and directing the operations of a library system.

Establishing operational goals, objectives, priorities, and strategies.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Preparing reports on library activities.

Developing and writing policies and procedures.

Analyzing and evaluating library services.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with officials, staff, committee members, and the general public.

Speak effectively before public groups and respond to questions.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform work while sitting at a desk or table.

Working Conditions:

Work is performed in an office or library.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.