



Office of Human Resources
Library Director - LA2765
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General Statement of Duties

Directs and maintains major reference and information work areas providing city-wide services, community outreach, educational and community programs, collection management, technology support services, and cataloging, ordering, and receiving books and other library materials.

Distinguishing Characteristics

There are three Library management classes (Library Manager, Library Director, and City Librarian). The Library Manager is a first level management class. A Library Manager oversees work groups/areas and/or branches within a division and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused as well as strategically focused.

The Library Director is a mid-level management class. A Library Director manages a division and is generally responsible for supervising managers, supervisors, and individual contributors. A Library Director position is operationally and/or functionally focused as well as strategically focused.

The City Librarian is the highest level of management class for the Library. The City Librarian directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. The City Librarian position is strategically focused.

Level of Supervision Exercised

Directs a division of the Library by supervising managers, supervisors, and other individual contributors.

Essential Duties

Directs work areas that provide popular and educational circulating books and audiovisual materials, educational and community programs, and collection development. Develops and maintains online resources and services, manages the Library's network and library systems, and provides public access to computers and the internet.

Develops annual and multi-year work plans and strategies to meet business needs. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards to ensure success.

Develops, tracks, and reports progress on the Library's overall performance measures for customer satisfaction, community impact, operational enhancement, employee learning and growth, fiscal stewardship, and external partnerships.

Communicates business and work area plans and goals to managers and/or supervisors to secure buy-in. Reviews, approves, and implements recommended changes to plans and leads the development of process and/or operational improvements.

Prioritizes and allocates resources to achieve strategies. Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Creates and administers policies and integrates work group procedures across work areas for consistency.

Resolves sensitive, controversial issues by making decisions that are inclusive of multiple perspectives.

Represents the Library in meetings with elected and/or appointed officials and other stakeholders. Serves as the city representative with a variety of schools and public and community organizations. Fosters collaborative relationships to the benefit of the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves escalated employee, citizen, or community complaints including long-term resolutions in problem areas.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Directs cost control activities.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

None

Education Requirement

Master's Degree in Library Science from an American Library Association accredited institution.

Experience Requirement

Five (5) years of experience at the type and level of Library Manager.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

None

Working Environment

For DPL Positions Specifically:

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Handles absentee replacement on short notice.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

For DPL Positions Specifically:

1-Sedentary (0-10 lbs.) - 2-Light (10-20 lbs.)

Physical Demands

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in a stationary position.

Reaching: Extending the hands, arms, or other device in any direction.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means).

Fingering: Picking and pinching, through use of fingers or otherwise.

Talking: Communicating ideas or exchanging information.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Repetitive Motions: Making frequent or continuous movements.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Depth Perception: Ability to judge distances and space relationships.

Lifting: By Position, may move objects up to 10 pounds, or 10-20 pounds from one level to another.

Background Check Requirement

Criminal Check

Education Check

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: A-816

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: