

CITY LIBRARIAN

DEFINITION

Under general direction, plans, organizes and directs the activities of the City library, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Department Head.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed below. Marginal duties are those which are non-essential job functions for this class.

1. Plans, coordinates, and directs the services of a municipal library system; studies and evaluates new library developments and systems.
2. Plans library services to meet present and future community needs; formulates and implements library procedures; confers with staff on problem areas, propose changes, services improvements, and special projects.
3. Provides technical advice to the Library Board of Trustees on policy matters; implements policy changes.
4. Supervises and participates in the selection, acquisition, cataloging and display of library materials.
5. Resolves complains and service questions requested by patrons; prepares news releases and other promotional material.
6. Administers division budget; analyzes and reports on current and long term financial needs and budget projections; monitors revenues and authorizes expenditures.
7. Works with community groups and individuals in the development, organization and promotion of library services; speaks to service clubs, community groups and other interested parties regarding library services; acknowledges donations, contributions and memorials.
8. Evaluates effectiveness of programs and services; implements improvements in accordance with established policies and procedures; develops program goals, objectives, and establishes departmental performance criteria and sets standards for evaluation.
9. Consults with the Director on matters of divisional and community needs; provides staff support to the Director, as needed; makes presentation to City Manager and City Council, as directed.

10. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in public administration or a related field including coursework in library science and five years library experience including three years of supervisory responsibility or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles and practices of contemporary library systems; public library administration; marketing and promotional techniques; principles and practices of supervision; budget preparation and monitoring.

Ability to:

Supervise and direct activities through others; speak in public and make presentations; prepare reports and correspondence; establish and maintain effective working relationships with superiors, peers, subordinates, and the general public; conduct needs assessments; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze situations and resolve problems within established laws, rules, regulation and policies; develop comprehensive plans to meet future needs for service; deal constructively with conflict and develop effective resolutions; operate a computer.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and computer.

WORKING CONDITIONS

Generally clean working environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Some travel by car may be required to attend meetings outside of normal business hours.

Date Adopted: August 6, 1996