GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the delivery of public library services. Provides leadership and strategic direction for determining priorities, goals and objectives of the City’s Public Libraries to meet the informational, educational and reading needs of the community. Reports to the Assistant City Manager.

ESSENTIAL JOB FUNCTIONS

Plans, organizes and coordinates complex project activities to include all library functions and directs the Library System’s staff to accomplish the mission, goals and objectives as established, and to develop public library services to meet priorities established by the City Manager, City Council, and Library Board.

Responsible for overall management of the department; including budget research, development, preparation and budget monitoring to ensure cost effectiveness; ensures that purchasing and financial transactions are properly conducted in accordance with City administrative policies and procedures.

Evaluates, assesses and makes recommendations to the City Manager and City Council with respect to functions of the Library System to include short and long term development and expansion, and responsible for the overall development and design of the City’s public library services.

Establishes, implements and evaluates internal systems to effectively meet operating goals and objectives; develops and evaluates policies and procedures to effectively carryout departmental operations in accordance with state and federal guidelines for public library services; promotes staff collaboration, innovation and critical thinking in developing solutions and approaches to departmental issues.

Responsible for effective employee relations, diversity and staff development; oversees and performs employee evaluations; administers human resources policies and procedures; determines appropriate personnel actions.

Develops proposals and reports on internal audits and related issues and presents recommendations to City Management, City Council and to other groups. Responsible for coordinating with City Manager planning related items for placement on City Council Agenda; ensures reports, studies, and plans are appropriately processed in accordance with federal, state, and city laws and ordinances.

Takes part in professional organizations’ conferences and meetings and participates in and works with a variety of Boards and Committees.
Develops, presents and evaluates programs or presentations to inform community groups of library services.

Performs other duties as assigned.

**PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

**REQUIRED KNOWLEDGE**

- **Library Administration** – Comprehensive knowledge of the principles, methods and practices of library science. Thorough knowledge of library related database systems and networks to include automated circulation systems, on-line bibliographic retrieval services and cataloging services.
- **Management of Personnel** – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of personnel information systems.
- **Customer Service** – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

**REQUIRED SKILLS**

- **Performance Management** – Monitoring/assessing performance of other individuals, or the organization to make improvements or take corrective action. Motivating, developing, teaching and directing people as they work, identifying the best people for the job.
- **Critical Thinking** – Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Judgment and Decision Making** – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** – Maintains high morale among all department employees. Shares knowledge with supervisors and staff for mutual and departmental benefit. Develops and maintains cooperative and professional relationships with employees, managers in other departments, representatives from organizations, and the general public. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons.

**REQUIRED ABILITIES**

- **Coordination of Work** – Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Implements work activity in accordance with priorities and estimated schedules. Performs a broad range of supervisory responsibilities over others. Highly developed ability to evaluate plan alternatives in relation to trends, costs, and social pressures and needs.
• Communication – Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.

• Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Master’s Degree in Library Science from an American Library Association (ALA) accredited library school and 10 years of progressively responsible experience in managing a library system with 5-7 years of supervisory experience, or an equivalent combination of education and experience. Requires certification as a professional librarian by State Board for the Certification of Librarians/the Library of Virginia.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check. Requires a valid driver’s license with an acceptable driving record.

PHYSICAL REQUIREMENTS

• Requires the ability to exert light physical effort in sedentary to light work.
• Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
• Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

• Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
• Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.