

Established:

**County of Humboldt Job Specification
DIRECTOR OF LIBRARY SERVICES
Classification 0830
FLSA: Exempt**



DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the County's Public Library System; formulates departmental policies, goals, and directives; coordinates assigned activities with other County departments, officials, outside agencies, and the public; fosters cooperative working relationships among County departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the County Administrative Officer, County departments, and Board of Supervisors in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Administrative Officer or Board of Supervisors. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the County's Library Services, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the County Administrative Officer in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, County functions and activities, including the role of the Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Assumes full management responsibility for all programs, services, and activities of the Library Services Department.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Library Services Department; directs the preparation and administration of the department's budget.

- Formulates and recommends policy to the County Administrative Officer and Board of Supervisors and implements after adoption.
- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team.
- Plans, organizes, administers, reviews, and evaluates the activities of professional and support staff.
- Serves as principal liaison between the Library Services Department and other County departments.
- Establishes a collection development policy and is the final authority on selection of titles and materials to be added or deleted from the collection.
- Develops, revises, and implements administrative programs and procedures, such as workload planning and assignment, integrated library systems, physical space allocation, and equipment needs.
- Evaluates the effectiveness of library services and programs in meeting community needs; represents the department in the community and in the state and national library service; recommends applications for funds from public and private agencies for library programs.
- Interprets County policies and procedures to staff; provides expert professional assistance as required.
- Directs the conduct of analytical and management studies; reviews reports of findings, alternatives, and recommendations.
- Monitors developments related to library operations, evaluates their impact on County operations, and recommends improvements.
- Coordinates the design and budget of capital improvement projects for the department; negotiates and monitors contracts and leases for facilities.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Theory and philosophy of librarianship.
- Principles and practices of professional library objectives, organization, program planning, collection

- development, system development, and service delivery.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the area of assignment.
- Funding sources impacting library program and service development.
- Principles and practices of budget development and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for library services and programs.
- Prepare, administer, and monitor a sizable budget and anticipate budgetary needs.
- Exercise sound, independent judgment within general policy guidelines.
- Prepare clear and concise reports, correspondence, and other written material.
- Analyze complex technical and administrative problems, establish alternative solutions, and adopt effective courses of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a master's degree from an American Library Association accredited university with major coursework in Library Science

and

eight (8) years of progressively responsible experience in professional public library work, including at least two (2) years of administrative work experience equivalent to a branch librarian/manager.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various County and meeting sites; primarily a sedentary office classification although standing and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).