

## **CITY OF SALINAS**

### **LIBRARY DIRECTOR**

#### **BARGAINING UNIT/CLASS CODE:**

**DEPT. DIR. / B07**

#### **DEFINITION**

To plan, organize, and direct the operations and activities of the City's library system.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receive administrative direction from the City Manager. Exercise direct and indirect supervision over professional, technical and clerical staff.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Plan, organize, and direct the operations and activities of the City's library system. Develop and implement goals, objectives, policies and programs for the library system. Develop and coordinate plans of service to meet community needs including plans for efficient and economical use of labor, buildings, equipment and materials. Prepare and present reports to the council; provide technical and professional advice and recommendations related to levels of service and other library related matters; direct preparation of relevant reports and research. Work with the Library Commission. Respond to and resolve the most difficult citizen inquires and complaints. Assume responsibility for the preparation and administration of the department's budget, maintaining appropriate budgetary controls; direct the preparation of library activity reports. Represent the City and library in the community and at professional meetings. Respond to requests from the media for information concerning the library and its services. Coordinate library activities with other City departments and outside agencies. Maintain departmental awareness of state-of-the-art developments in management and the fields of specialty. Select, train, supervise and evaluate assigned staff. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Principles, laws, policies, methods, and practices of public library administration. Modern library objectives and service capabilities. Library classification, circulation, cataloging, and reference techniques and practices. Published materials in a variety of fields. Principles and practices of modern library and office management.

**CITY OF SALINAS  
LIBRARY DIRECTOR (continued)**

Principles and practices of organization, administration, budgeting, and personnel management.

**Ability to:**

Plan, organize, direct and coordinate the activities of a library system. Develop and implement library services which will meet the changing needs of the community. Communicate clearly and concisely, both orally and in writing. Prepare and analyze financial reports. Use financial, technological and staff resources effectively for the planning, programming and promoting of library services. Establish and maintain effective working relationships with City Staff, the public, community agencies, and other jurisdictions. Deal courteously and tactfully with the public. Maintain library services that reflect the needs of the community. Select, train, supervise and evaluate subordinates. Effectively organize workload. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

**License or Certificate:**

Possession of a valid California (Class C) Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a MLS degree from a school accredited by the American Library Association plus seven years of progressive management and budget experience; and at least four years of supervisory experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 1-99, REV: 2-07**