

CITY OF HEMET

LIBRARY DIRECTOR

DEFINITION

Under general direction, functions as the Administrative Head of a City Department responsible for the activities of the City's library system; participates in the development of policies related to assigned areas of responsibility; reviews and assists in the addressing of general City concerns as a member of the City's management team; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

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 effectively meet present and future community needs; formulates library procedures.
3. Develops and recommends general policy concerning the conduct of library programs and the elimination of library activities which are failing to serve the public; receives, reviews, and acts on complaints submitted; provides staff assistance to the Library Board.
4. Supervises and participates in the selection and ordering of library materials; confers with staff on problems, changes, improvements, and special projects.
5. Resolves complaints and service questions requested by patrons; prepares news releases and other promotional material; makes presentations on library services.
6. Prepares and administers the budget for the Library; participates in discussions regarding the most effective utilization of available City funds and setting of priorities.

EXAMPLES OF DUTIES (Continued)

7. Participates in City management staff meetings and may serve on special task forces or direct the conduct of projects having a general city-wide impact.
8. Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; directs or conducts staff training and development; reviews and evaluates employee performance; executes disciplinary action.
9. Represents the City Library, or delegates such authority, in relations with the community, the Library Advisory Board; local and state agencies, other libraries, and professional organizations.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Possession of a Master of Library Science degree, and five years of professional library experience, including two years in a management and/or supervisory capacity.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of professional library work and public library administration; principles and procedures of categorizing; classifying and processing library materials; budget development and expenditure control; principles of organization, administration, management, supervisory, and training. Ability to plan, direct, and coordinate the work of library staff; anticipate and analyze financial needs; relate library services to community needs; prepare written and verbal reports; establish and maintain effective working relationships; develop community support; analyze situations and resolve through application of City policy; plan, organize, assign, and coordinate the activities of library staff; deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license and a satisfactory driving record.