

City of South San Francisco
Human Resources Department

Library Director
Class Description

Definition

Under administrative direction, plans, organizes, and directs the activities of the City's Library system and literacy programs; directs and supervises a variety of professional, paraprofessional, and clerical staff; and performs related work as required.

Distinguishing Characteristics

This is an executive-level position, which requires exercising leadership, coordinating the City's library programs, and personally performing professional librarian activities in accordance with accepted public administration and library administration standards.

Typical and Important Duties

1. Plans, organizes, directs, and coordinates the City's library programs.
2. Plans, organizes, directs, and coordinates the City's literacy programs, including developing grants and funding sources; explores community outreach programs.
3. Develops and coordinates plans for new or revised library services.
4. Studies and evaluates the effectiveness of library services.
5. Prepares and administers the library's budget; monitors monthly expenditures making adjustments as necessary.
6. Serves as staff to the Library Board; discusses library program activities and related matters.
7. Keeps informed of trends on library administration and practices.
8. Analyzes available books and material sources; supervises the selection of books and other library materials for purchase.
9. Selects, trains, and evaluates the work of library employees.
10. Prepares and submits technical and special reports; makes oral presentations and reports.
11. Supervises and participates in publicizing library services and activities.
12. Oversees the administration of the City's comprehensive web page.
13. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Modern library organization.
- Objectives, services, and their application to the City's library system.
- Management of a City library and literacy programs, including budget preparation and control.

- Books, sources, bibliographies, reference materials, cataloging, registration, and circulation procedures; grant funding sources and grant writing; micro computers, standard software, and automated library systems.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Principles of management, supervision, training, and employee development.

Ability to:

- Plan, coordinate, and direct the services of the City's library and literacy programs; establish and maintain effective program policies and services; prepare an annual budget estimates.
- Maintain effective budgetary control; promote community interest and enthusiasm in services, write clear and comprehensive reports, establish and maintain cooperative relationships with those contacted in the course of the work.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures; recognize, correct, and report safety hazards.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Operate and use computers and technical equipment as they relate to libraries and collections.

Experience and Training

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

Experience:

Five years of progressively more responsible professional librarian experience in a public library of recognized standing, including at least three years in a supervisory and administrative capacity.

Training:

A bachelor's degree from an accredited college or university and a master's degree in library science from a college or university accredited by the American Library Association.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, to provide training, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment:

Mobility to work in a typical office and/or library setting.

Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Additional Information:

- Approved: April 1995
- Revised Date: November 1998, August 1999, June 2003
- Former Titles:
- Abolished:
- Bargaining Unit: Executive
- DOT: No
- Status: Unclassified/exempt
- Job Code: N110