

6040

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

09/21/11

Revised

TITLE: LIBRARY DIRECTOR (NON-CLASSIFIED)

DEFINITION

Under executive direction, to plan, organize, coordinate and direct the operations and activities of the Riverside City Public Library System: and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the executive level classification in the Library Department. Positions designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: City Manager and/or Assistant City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager and/or Assistant City Manager and administrative guidance from the Library Board of Trustees. Exercises direct supervision over professional staff and through subordinates, para-professional, and clerical staff.

EXAMPLES OF DUTIES

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

- Plan, organize and direct the operations and activities of a large diversified library system.
- Direct the preparation of the annual budget and utilize appropriate means to insure adoption; review and evaluate current programs and anticipate future needs; evaluate cost for services and methods which reduce costs; monitor performance against parameters and compliance with City policies.
- Direct, develop, implement and review departmental goals, objectives, policies and procedures including book selection and acquisition policies and standards, delegate responsibility to appropriate subordinates.
- Work closely with the Library Board of Trustees, an administrative board, providing technical and professional advice, recommendations and reports related to levels of service and other library related matters.
- Plan development and expansion programs for the library system, in conjunction with appropriate City and County officials, including plans for site acquisition, buildings and equipment.
- Direct the planning, implementation and evaluation of new automated library services and management information systems which increase effectiveness and efficiency while reducing administrative costs.
- Search for new and appropriate ways to serve the public in a rapidly growing and increasingly diversified environment.
- Develop, direct and maintain a public relations program through personal contacts and subordinate staff to promote library programs which provide the public, civic groups, public officials and other interested parties with information on library services.
- Participate in the selection, training and evaluation of senior professional staff; work closely with staff to build an effective management team

- Maintain fair employment practices to ensure the departmental hiring and promotional practices re consistent with the City's equal employment opportunity policy.
- Represent the City and the library system in the community and at professional meetings.

QUALIFICATIONS

Knowledge of:

- Principles of library organization, administration and management.
- Principles and practices of librarianship, including the problems and procedures involved in operating a reader-services program through a branch library system and the professional services such as cataloging, circulation, reference techniques and bibliography.
- Principles and practices of modern office management.
- Principles and practices of organization, administration, budgeting and personnel management.

Ability to:

- Plan, organize and direct a comprehensive program for providing library services in a large multi-ethnic, multi-lingual, urban library system.
- Work effectively with the public, public officials, professional staff members and professional people from other agencies.
- Coordinate the work of various divisions of a large geographically widespread library system and plan and direct a large staff.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train and evaluate subordinates.

Education and Experience:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a Master of Library Science Degree from an accredited college or university.

Experience: Five years of progressively responsible professional public library experience with at least two years at a senior management level gained either as a Library Director or as an assistant in a high growth city or county.

MEDICAL CATEGORY: Group 4

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Library Director

TO: Assistant City Manager