

DISTRICT LIBRARIAN

JOB DESCRIPTION

DEFINITION

Under direction of the Library Commission and also in connection with the Governing Board of Library Trustees' exercise of its responsibilities, in accordance with established policies, and as established by contract, the District Librarian

- serves as the Chief Executive Office of the Library District;
- assumes complete managerial responsibility for all Library District services and activities;
- provides leadership and expertise for planning, organizing, directing and supervising public library operations, personnel, services and telecommunications network infrastructure;
- manages the current and future facility needs of the Library District;
- represents the Library District in any and all joint powers agencies, consortia, regional library systems established under authority of state law, and professional associations and groups;
- represents the Library District to the City, County and State;
- represents the Library District in community settings within the District.

WORKING CONDITIONS

Work is conducted primarily in an office/library setting. It involves constant interaction with staff, library users, and the general public. Intensive use of telephone, email and web communication formats occurs. It includes pressure generated by frequent telephone and on-site customer service issues, on-site and off-site programs, interruptions, deadlines, maintaining decorum in a diplomatic manner, and resolution of disputes concerning policies, charges, fees, etc. It also includes travel to meetings held in other community locations. Travel to meetings and events elsewhere in the County, elsewhere within California, and out-of-state locations is also a part of the work environment. Conditions include occasional evening and weekend activities and being on-call at all times for emergencies.

PHYSICAL DEMANDS

Work may include prolonged sitting and use of keyboard/mouse, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities. Ability to move about through the facility, including the use of basement stairs, attic ladder stairs and rooftop wall-mount ladders, is important. Manual dexterity, clear speech and visual/hearing acuity are essential.

KNOWLEDGE AND ABILITIES

- Knowledge of the principles and practices of professional librarianship;
- Knowledge of the principles, policies, methods, laws and practices of public library administration in the small library setting;
- Knowledge of the principles and practices of supervision and employee relations, and understanding of the use of collaborative problem solving;
- Knowledge of the principles and techniques of planning, administering and evaluating library services and programs;
- Ability to evaluate existing library services and to introduce new ones to meet community needs;
- Ability to prepare and monitor the annual budget;
- Ability to administer and be responsible for all personnel and public relations issues;
- Ability to prepare written and oral reports;
- Ability to recruit, train and direct the work of volunteers;
- Ability to establish and maintain effective working relationships with the Library Commission, Governing Board of Library Trustees, library staff, library support groups, civic organizations, representatives of other library jurisdictions and the general public.

DISTRICT MANAGEMENT

- Takes direction from and reports to the Library Commission; also works with the Governing Board of Library Trustees
- Prepares and distributes agendas and agenda packets for Commission and Trustee meetings
- Attends all Commission and Trustee meetings
- Prepares and presents the annual budget for Commission recommendation and final Trustee approval

- Monitors the expenditures of funds and reports budget activity on a regular basis to the Commission and to the Trustees
- Formulates and revises staff and library policy manuals as needed for Commission review
- Determines the requirements of and assumes responsibility for the care and maintenance of the entire physical complex
- Evaluates and develops all library departments and services as well as the professional capabilities of all staff members
- Hires, trains, supervises and evaluates all library personnel
- Maintains appropriate personnel records including payroll certification
- Develops and introduces new library services and programs
- Identifies and prepares applications for grants, categorical state funds and other funding opportunities which would underwrite new library programs and services
- Solicits donations and directs any other fundraising efforts
- Works with and promotes the efforts of the Friends of the Library
- Oversees the evaluation and development of library print and non-print collections
- Maintains and upgrades current automated system and introduces appropriate new on-line services and technological advances
- Works with school district officials, library staff and teachers regarding curriculum needs, resource sharing, class visits and on-line interaction
- Promotes the library in the community through press releases, community interaction and public speaking
- Stays informed on developments in current library issues and trends
- Represents the Library District on the North Bay Cooperative Library System Council, Solano, Napa and Partners Directors Council, and attends other professional library meetings and conferences
- Prepares statistical data and completes reports as required by outside agencies

REQUIRED QUALIFICATIONS

EDUCATION

Completion of the MLS / MLIS degree in Library and Information Sciences from an ALA accredited program.

EXPERIENCE

Five years of professional library work in an administrative/supervisory capacity, and evidence of a pattern of increasingly responsible supervisory, managerial administrative work. Demonstrated responsibility for fiscal management, budget preparation and fiscal planning and analysis.

DESIRABLE QUALIFICATIONS

The ability to speak and read Spanish is a desirable qualification.

OTHER REQUIREMENTS

Possession of a valid California Driver's License and a satisfactory driving record is a condition of initial and continued employment.