



## City of Larkspur

### Library Director

#### **DEFINITION**

Under general direction from the City Manager, the Library Director plans, organizes, and directs the activities, personnel, and operations of the Larkspur Public Library, participates in the MARINet Consortium; and provides highly responsible and technical staff assistance to the City Manager.

#### **DISTINGUISHING CHARACTERISTICS**

This is a department director level class responsible for planning, directing and obtaining resources for all operations and programs of the Larkspur Public Library. The incumbent performs the full scope of library management and exercises significant discretion, within legal and general policy and regulatory guidelines. The incumbent independently develops and implements departmental policies, procedures, and services. This position provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies and regulations.

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

The Library Director reports to the City Manager. The Director provides supervision for all professional, paraprofessional, supervisory, and clerical staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (*include but are not limited to the following*)

- Plan, organize, direct, and coordinate all library programs and services, including outreach, reference, children's, technical, and circulation services.
- Prepare, administer, and monitor library budget; ensure appropriate expenditures of public funds through efficient operations.
- Identify sources of revenue and funding, including grants and library collections; direct the identification, submittal, supervision and administration of grant proposals and programs; direct the development of library collections.
- Serve as staff member to the Library Board; work with the Board, local officials, community members, community organizations, and staff to plan and deliver library services and programs.
- Interpret and promote the library, its services and needs, to the public.
- Instill a culture and expectation of superior customer service for all staff.
- Prepare and submit technical and special reports; make oral presentation.
- Serve as board member of MARINet and the North Bay Cooperative Library System.
- Direct the development of technology plans to integrate current and new technology into the delivery of library and information services; ensure MARINet's automation system upgrades and standard system-wide procedures are implemented in the Larkspur Library.
- Work collaboratively with other Departments on mutual projects and issues.
- Participate in City management committees, work groups, and taskforces as assigned.
- Prepare, administer, and monitor the library budget; ensure appropriate expenditures of public funds through efficient operations.
- Identify sources of revenue and funding, including grants and library collections; direct the identification, submittal, supervision, and administration of grant proposals and programs; direct the development of library collections.
- Direct and participate in the hiring, development, evaluation and retention of library employees.
- Perform other duties as assigned.

## **REQUIREMENTS**

### **Knowledge of**

- Modern library organization.
- Comprehensive public library management and administration, including program implementation, collection development plans, circulation operations, automation systems, facilities, equipment, and budget administration.
- Pertinent federal and state laws and regulations.
- Organizational, administrative, management, and labor relations principles and practices.
- Supervisory techniques, resource allocation, planning and budgeting.
- Sources and methods of funding for public agencies.

### **Skill and Ability in**

- Shape, create, and implement the Library's vision for the future.
- Direct and coordinate library administration.
- Supervise, train, and evaluate the work of professional, technical and clerical staff.
- Successfully develop and implement the library's budget.
- Interpret, apply and explain Library policies and state and federal legislation related to library activities.
- Analyze and evaluate statistical data and reports related to library management.
- Identify existing or potential problems, secure relevant information from a variety of sources, determine probable cause(s), and effect appropriate solution(s).
- Establish and evaluate policies, procedures and controls related to library programs.
- Represent the library to diverse audiences and prepare and deliver oral presentations to small and large groups.
- Effectively and persuasively communicate both orally and in writing.
- Utilize appropriate leadership skills, interpersonal style, and methods of communication to seek wide input before proposing solutions, and then use those same skills to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea, or to seek a compromise solution.

## **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to the management of a community library to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Master's of Library Science degree from a school accredited by the American Library Association.
- Six or more years of professional library experience in public and/or school libraries, including at least two years in a supervisory and administrative capacity.

## **PHYSICAL WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl.

- While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.
- The employee may be exposed to dust and/or other allergens.

**OTHER:**

*FLSA Status: Exempt - Executive*  
*Bargaining Unit: Unrepresented Management*  
*Approved by: City Manager Dan Schwarz*  
*Date: June 23, 2016*