



DIRECTOR OF LIBRARY SERVICES

DEFINITION: Under the direction and supervision of the County Administrator, to plan, organize, and direct the county library system; and to perform related duties as required. This position is an exempt position under the provisions of the Fair Labor Standards Act.

ESSENTIAL JOB DUTIES:

- Plan, direct, supervise, and administer the operation of the County Library.
- Direct, develop, implement, and review divisional goals, objectives, policies, and procedures including book selection and acquisition policies and standards; delegate responsibility to appropriate subordinates.
- Direct preparation and administration of the County Library budget.
- Plan, direct and coordinate, through subordinate level staff, the library's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Select staff and provide for their training and professional development. Plan, organize, administer, review and evaluate the activities of professional and support staff.
- Direct the acquisition, preservation and dissemination of the Library's collection. Establish a collection development policy and serve as the final authority on selection of titles and materials to be added or deleted from the collection.
- Promote and coordinate specific activities within the library; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets, brochures, newsletters, and electronic public access media, such as webpages.
- Serve as the principal liaison between the Library and other public agencies and community organizations; establish and maintain contact with organizations for which the Library provides services.
- Maintain effective liaison with the California State Library, and submit required state financial and statistical reports in a timely manner; monitor legislation related to library service matters and evaluate their impact upon county operations; participate in the governance of the Inland Library System.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library services.

- Respond to and resolve difficult and sensitive citizen inquiries and complaint; work with individual citizens and community groups to improve Library services.
- Coordinate library participation in computer-based information networks and take responsibility for the development of library automation.
- Direct and review grant preparation, management, compliance and fiscal management of grants; solicit donations and direct fund raising projects; monitor trust and other accounts.

EMPLOYMENT STANDARDS

Education and Experience: Possession of an ALA-accredited Master's Degree in Library Science, and five years of professional library experience, including at least two years in a management and/or supervisory capacity.

Knowledge of: 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, supervision, and training.

Ability to: Plan, direct, and coordinate the work of library staff; anticipate and analyze financial needs; relate library services to the needs of the county; prepare written and verbal reports; establish and maintain library policies and services; plan, organize, assign, and coordinate the activities of library staff; deal constructively with conflict and develop effective resolutions. Physical ability to lift, push, pull, and/or carry up to 40 pounds; mobility to stand, stoop, reach, and bend.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles.