

LIBRARY DIRECTOR

FLSA Status: Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Library Department; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Library Board.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Library Board.

Exercises supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all library services and activities; recommend and administer policies and procedures of the department and the City.
2. Direct and manage the development and implementation of departmental goals, objectives, policies and procedures for each assigned service and/or operational area; oversee the development and implementation of policies and priorities related to present and future departmental services and operations.
3. Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level management staff, the department'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.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Represent the department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

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Essential Functions:

- ✓ 7. Plan, organize, direct and evaluate a balanced program of library services to meet the needs of the community.
8. Select, train, manage, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; complete related personnel matters.
9. Oversee the development and administration of the department's budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate.
- ✓ 10. Prepare and present staff reports and other necessary correspondence; review all significant reports, plans, and documents drafted by staff members; direct the writing of new rules and regulations and/or proposals for new programs or projects.
- ✓ 11. Develop and implement departmental policies and procedures; oversee implementation of city's policies and procedures; formulate and recommend policies and procedures to the Library Board; formulate significant policies related to the department's services and activities.
12. Provide staff assistance to the Library Board and City Manager; participate on a variety of boards, commissions and committees including the Friends of the Library board; provide staff support to assigned boards and commissions.
13. Represent the library and participate in professional organizations and community events to stay abreast of trends in library science delivery and local needs.
14. Explain, justify and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
15. Design and recommend future plans of library facilities and service needs; develop capital improvements budgets as needed; oversee, direct and recommend library building and grounds maintenance projects.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive, municipal library program.
Specialized bibliographic and research techniques.
Publishing field and sources for acquisition of specialized materials.

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Knowledge of:

Computer application to library and information science.
Principles and practices of program development and administration.
Methods and techniques of statistical data collection and analysis.
Principles and practices of municipal budget preparation and administration.
Principles and procedures of fiscal management.
Principles and procedures of management systems and reporting.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.
City policies and procedures.
Principles and procedures for developing goals, objectives and management plans.
Trends and future directions of library services.
Library buildings and future planning techniques.

Ability to:

Manage and direct a comprehensive, municipal library program.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Effectively represent the library to the public, community, organizations, boards, and agencies.
Prepare and make effective presentations.
Analyze data and information; draw conclusions; propose responsive actions.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower-level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Operate a computer and other office equipment; develop graphic presentations.
Maintain confidentiality of certain City information.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Eight years of responsible library experience including four years of administrative and supervisory experience.

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Training:

A Masters degree in Library and Information Sciences from an American Library Association accredited college or university.

License or Certification

Possession of an appropriate, valid Permanent Professional Librarian Certificate.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens irregular work hours.

Physical Conditions:

Essential and marginal duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; light lifting and carrying of books and related library materials; reaching above shoulder; required to operate assigned vehicle.