

## CITY OF LINCOLN

### DIRECTOR OF LIBRARY SERVICES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under the administrative direction of the City Manager, plans, organizes, coordinates and directs the operations and services of the Lincoln Library at Twelve Bridges and the Carnegie Library; coordinates closely with the Sierra College LRC Dean and the Western Placer Unified School District Assistant Superintendent of Educational Services to ensure the delivery of effective library services to Lincoln residents including college and high school patrons; provides highly professional and technical staff assistance to the public; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Library Services** is the administrative management level class, which oversees all functions and operations of the Library, including planning, budgeting, staff selection and training, supervision, collection development, public services, programming, and information systems. This class is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager and provides staff support to the Carnegie Library Board, the Twelve Bridges Library Advisory Committee and consults with the Technical Advisory Committee. Exercises direct and indirect supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all Twelve Bridges and Carnegie Library activities and services including activities associated with cataloging, reference, and public circulation services; works collaboratively with the other two library agencies (Sierra College, Western Placer Unified School Districts,) establishes collection and selection policies; provides professional and technical assistance to the public; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Supervises, plans, organizes, administers, reviews, and evaluates the activities of the Twelve Bridges and Carnegie Library's staff; recommends the selection of staff to the City Manager and provides for their training and professional development; coordinates volunteer program.
- Prepares and administers the Library budget; oversees administration programs and procedures.
- Performs a wide variety of professional-level library support services related to patron assistance,

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circulation, technology, acquisitions, cataloging and processing.

- Responds to in-person and telephone requests for library materials, services and information; conducts reference interviews, evaluates data sources, searches electronic and print sources; locates and evaluates relevant information.
- Advises and supports the Carnegie Library Board and the Twelve Bridges Library Advisory Committee; prepares reports; keeps current on all state regulations related to library services.
- Provides input regarding the development of Twelve Bridges and Carnegie Library administrative and facilities policies and procedures; provides recommendations regarding programs, projects and work assignments.
- Maintains serial collection by updating records and routing materials; catalogs and archives documents and resources; distributes publications; evaluates and recommends for approval/disapproval gifts to Library collections.
- Researches, identifies and applies for available grant funding.
- Addresses and responds to service questions, inquiries and complaints; establishes and maintains a customer service orientation within the department; provides reference services to library patrons and to City staff.
- Develops and coordinates new library programs for the public; maintains youth reading and children's programs and works with schools and Sierra College to develop library curriculum that supports WPUSD and Sierra College classes.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.
- Supervises security of assigned facilities and equipment; maintains security of print and electronic collections.
- Analyzes data and reports and projects future trends; maintains accurate and adequate records to meet internal/external auditing, analysis, and planning needs; prepares oral and/or written reports, other documentation, and presentations, as required.
- Recommends and prioritizes needs, providing justification(s) for Library capital equipment, facilities, resources, and staffing expenditures, to the City Manager.
- Represents the City to the professional and local community regarding library matters; maintains membership and attendance in community and professional organizations, as feasible and appropriate; provides public relations, community outreach, marketing support and direction.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Library Services**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in professional library administration, and a Master's degree in Library Science from an ALA-accredited Library School.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of library management; principles and practices of library routines, procedures and services; principles and practices of records management; principles and practices of library cataloging and classification systems; public desk procedures and methods of providing services and information; knowledge of library equipment and resources, library automated circulation and cataloging systems, information sources and methods, and the Internet. working knowledge of computers, networks, and programs; cataloging and bibliographic search procedures, including specialized library software; principles and practices of program and budget development and management, administration and evaluation; methods and techniques of supervision, training and motivation; knowledge of applicable federal, state and local laws, codes and regulations; understanding of methods and techniques of scheduling work assignments, standard office procedures, practices and equipment, methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; regard for occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, manage and coordinate the work of the Library; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; relate library services to the needs of the community; research and utilize reference systems; analyze situations appropriately and adopt effective courses of action; develop, present and administer a program budget; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; apply for and administer grants; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing applications; access and utilize electronic media and computer software.