GWINNETT COUNTY LIBRARY, GEORGIA
CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: Executive Director

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CLASS SUMMARY:
This class is responsible for directing the County’s Library system.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Responsible for hiring, termination and disciplinary decisions for all staff; supervises administrative staff.
2. Directs the activities of the Library to include overseeing the development and administration of policies, procedures, and programs.
3. Determines the goals, mission, and objectives for a comprehensive program of Library services in cooperation with the Board. Oversees and coordinates with County departments and state agencies, library construction and renovation projects.
4. Works directly with municipal governments, Boards, staff, stakeholders, and citizens to ensure alignment between these customers and the Library's mission and objectives.
5. Directs and leads the activities of various Library administrative teams or committees to review and recommend Library goals or operating procedures.
6. Secures funding to carry out Library objectives, determines the proper allocation of resources, and monitors the Library Budget.
7. Works directly with the Library Board in developing and implementing the Library's strategic plan and provides professional expertise to Library Board.
8. Performs other duties of a similar nature or level.

Training and Experience (positions in this class typically require):
Master's Degree in Library Science and ten years of progressively responsible library administrative experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
- State of GA certification for Librarianship – Librarian grade 5B
- Valid GA Driver’s License.
## Knowledge (position requirements at entry):

Knowledge of:
- Supervisory principles;
- Managerial principles;
- Intellectual freedom principles;
- Library facilities design and operations;
- Public sector budgeting and finance;
- Applicable federal, state and local laws and practices;
- Personnel policies and practices;
- Advanced library operational principles and practices;
- Advanced administration principles;
- Customer service principles.

## Skills (position requirements at entry):

Skill in:
- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Directing the operations of departments;
- Directing the design, development, and evaluation of programs;
- Data analysis;
- Negotiation practices;
- Project management;
- Strategic planning;
- Providing customer service;
- Operating a computer and applicable software;
- Communicating professional librarian topics and issues;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## Physical Requirements:

Positions in this class typically require: fingering, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.