

LIBRARY DIRECTOR

KIND OF WORK: This is professional administrative work in directing the operation of the Mobile Public Library System.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class has responsibility for planning, directing, coordinating and evaluating all activities of the library system. Work is performed in accordance with accepted professional library practices and supervision is received from the Library Board of Trustees through broad policies and objectives. Supervision is exercised through subordinate administrative personnel over a large staff of professional, sub-professional and clerical personnel.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Develops overall plans for the library, including the strategic plan; develops plans for major projects, service initiatives, and operational enhancements; reviews work plans for departments, functional areas, senior staff, and teams; formulates budgets; makes budget requests and presentations to funding authorities; reviews and monitors progress of major projects, including active participation in all capital projects; works closely with architects, contractors, designers, and vendors; develops policies and practices guidelines; reviews, plans, and approves telecommunications and network enhancements; assesses and approves the development of automated and online applications, databases, and services; arranges and negotiates assistance and support with various offices, departments, and agencies; builds partnerships with other agencies, businesses, and groups; negotiates contracts and agreements; allocates resources; makes decisions regarding all major expenditures; authorizes expenditures and signs all checks; monitors financial reports; adjusts budgeted funds as needed; resolves operational problems and conflicts, including high profile personnel issues; resolves customer complaints; promotes library services; directs the activities of the publicity and communications function; participates in the recruitment and selection of professional level staff; provides direction in the training and development of employees; helps devise fundraising programs and strategies; actively participates in fundraising activities; reviews activities for legal, ethical, professional, and internal compliance; maintains organizational contractual obligations; performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK: Comprehensive knowledge of the principles, methods and practices of public library administration; comprehensive knowledge of public library management including public, technical and automation services, capital and operating budgeting, finance, personnel, and facility management; comprehensive knowledge of community needs; thorough knowledge of reader interests, group and community interests and a wide knowledge of economic and social trends as they relate to library development; thorough knowledge of library related technology and new trends related to automation, electronic networks, digital products, standard equipment, and supporting infrastructure; thorough knowledge of the publishing and content trade and the library marketplace for related products and services; ability to analyze library needs and evaluate library services; ability to successfully negotiate support from multiple funding agencies; ability to develop and manage operating budgets; ability to develop and lead a professional staff; ability to speak and write effectively; ability to establish and maintain effective working relationships with the governing board, community leaders, public officials, citizen groups, professional groups and the general public.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a master's degree in library science from a recognized college or university accredited by the American Library Association, and a minimum of five years progressively responsible experience as a director, assistant director, or senior manager in a public library system, including the management and oversight of budgets, personnel, and major capital construction projects, and preferably including experience with multiple branches; or a combination of education and experience equivalent to these requirements.

Adopted: 03/01/77
 Amended: 01/03/91 PB Survey
 Amended: 07/01/09 Condrey 2007
 Amended: 11/06/12

WTP: 1 year
 Physical Group: III