

**CITY OF ROCK ISLAND
CLASS SPECIFICATION**

LIBRARY DIRECTOR

CLASS CODE: 21740

NATURE OF WORK

This is highly responsible professional, administrative and management work in planning, organizing, and directing the activities of the public library system.

Work involves responsibility for planning, directing, administering and supervising all programs and activities of the library, including budgeting, purchasing and fund raising. Supervision is exercised over professional, technical and office support staff. Work is performed under the administrative direction of the Library Board of Trustees and in compliance with Federal, State, and City rules and regulations. Work is reviewed through conferences and reports for overall program effectiveness.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs the services and programs of the library; provides administrative support to the Library Board of Trustees by compiling and presenting recurring and special operating reports and summaries.

Plans, coordinates, directs, and supervises the programs and activities of the library; confers with staff and other officials on issues related to a broad range of library services.

Supervises, trains, directs and evaluates personnel, and monitors all activities and operations of the library. Recommends personnel actions; disciplines employees.

Prepares and administers departmental operating budget; develops long-range plans for facilities and infrastructure improvements such as building maintenance, equipment and furniture replacement, etc.

Reviews and approves the requisition of library equipment, materials, and supplies; approves departmental expenditures.

Attends City Council, Board of Trustee and other meetings as required, and prepares items for Trustee action; serves as a liaison for county, state, and regional agencies.

Identifies and writes proposals to obtain local, state and federal grant funds for the Library; develops Gift Fund; coordinates the activities of the Friends and Foundation

programs.

Participates in state and local library systems.

Provides effective and efficient customer services and promotes and maintains responsive community relations .

Participates in local community affairs. May present speeches and talks to local groups.

Oversees the maintenance of the buildings, grounds, equipment and property.

Evaluates the existing library holdings, collections and programs and recommends appropriate change.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from a four-year college or university with major course work in library science, sociology, political science, public administration, business administration or related field; thorough experience in library administration including a minimum of six years senior-level supervisory experience; supplemented by a Masters degree in library science from an ALA accredited graduate school.

Thorough knowledge of modern library principles, methods, materials and practices.

Thorough knowledge of library materials including books and library equipment.

Ability to plan, organize, and direct the comprehensive programs of a municipal library system and supervise and evaluate the work of subordinate staff.

Ability to plan and manage a broad based public library program and the technical knowledge necessary to evaluate and improve library resources and services offered.

Ability to establish and maintain effective working relationships with the City, other officials, and the public (community groups, educators, patrons).

Ability to assess needs, perform program planning, target available resources and implement effective programs.

Ability to provide informed financial advice to the Board of Trustees, City Council, and the public.

Ability to communicate effectively, both orally and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to walk, sit and talk, and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to kneel and crouch, and lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

CREATED 9/17/06