

CITY OF RICHMOND, CA

CLASS CODE: 0A-108  
ESTABLISHED: 12/08/88  
GROUP: Exec. Mgmt.  
FLSA: EXEMPT

Retitled/Revised: 09/07/10

*(formerly Library & Community Services Director)*

## **LIBRARY & CULTURAL SERVICES DIRECTOR**

### **DEFINITION:**

Under the administrative direction of the City Manager and with the advice of the Library, and Arts and Culture Commissions, plans, organizes, coordinates and controls the programs of Richmond Library and Cultural Services; designs, plans and evaluates the work of the library, and cultural arts programs; provides leadership and expert professional assistance to the management team and staff; and performs other related work as required.

The Library and Cultural Services Director is exempt from the Classified system and incumbents are at-will employees who serve at the pleasure of the appointing authority.

### **CLASS CHARACTERISTICS:**

This is an exempt, single position class that is responsible for implementing policy, developing goals and objectives, supervising administrative staff, administering the Library and Cultural Services budgets, and directing the day-to-day administration and operations of all aspects of library operations (which includes the main and branch libraries, bookmobile, and literacy operations), and cultural arts programs. The incumbent reports directly to the City Manager and will use considerable judgment and independence in planning and programming the department's work.

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### **MANAGEMENT DUTIES:**

1. Develops a long range vision, mission and plans for library and arts services in Richmond through assessment of community needs and desires, and best practices.
2. Develops and directs the implementation of goals, objectives and policies established by the City and the department.

3. Plans and directs a comprehensive library, arts programs and related activities, including adult services, children's services, branch services, technical services, literacy services; cultural programs and resources; and electronic information services for all segments of the community; and establishes program priorities and evaluates program effectiveness.
4. Coordinates long range planning, which may include major capital projects such as remodeling existing buildings, building a new Library facility, additional service sites and increased outreach to the community.
5. Directs the planning of Library and Cultural Services departments' automation with the collaboration of the management team; and balances new and traditional formats and services.
6. Implements long range and short range planning in collaboration with the library management team and staff.
7. Actively informs the Assistant City Manager, City Manager, City Council and Mayor of the resources needed by the Library and Cultural Services Department to successfully deliver services to the community, and advocates for such resources to fulfill those needs.
8. Supervises and participates in the preparation and administration of the annual budget; is responsible for the maintenance of appropriate budgetary controls; and represents the department in budget hearings.
9. May plan and direct fund-raising programs and other fund-raising efforts, including grant applications and related administrative functions to provide enhancements to existing programs or startup funding for new programs.
10. Supervises departmental personnel administration, including hiring, training, employee relations and grievances, performance standards, and evaluations according to the City standards.
11. Promotes staff development at all levels.
12. Oversees the development and implementation of appropriate and effective administrative programs and procedures in collaboration with the management team, such as workload planning and assignment, library automation, physical space allocation, and space needs.
13. Actively participates in professional library organizations and evaluates developments in the library applicable fields for possible application to the library department.

14. Develops and maintains effective working relationships with City departments, community leaders and organizations, and local businesses to provide a variety of library, literacy, arts service projects and activities for the community.
15. Provides a high degree of visibility to a diverse multicultural community by serving as chief spokesperson to local, regional/national library organizations, media, and governmental, professional, civic, and private agencies.
16. Works effectively with ethnically and economically diverse constituencies, and is sensitive to political and cultural issues and concerns.
17. Actively engages in public relations activities to inform and educate the community about the valuable services and materials provided by the Library and Cultural Services Department.
18. Strives to integrate library, literacy, and arts programs into the Library department's operating structure.
19. Provides creative leadership to the staff in order to develop a problem-solving and proactive staff team that works toward a common vision, mission, and plan.
20. Works with all staff in a cooperative manner, accepts basic workplace democracy, and encourages and utilizes staff input in decision making.
21. Identifies staff issues and concerns, develops solutions with the management team and staff, achieves consensus for solutions, and implements them in a timely fashion.
22. Serves as department liaison to the Library Commission; Friends of the Richmond Public Library; Public Art Advisory Committee; Richmond Public Library Foundation; and Arts and Culture Commission; and may serve as secretary to the Library Commission.
23. Inspires and encourages staff by setting an excellent service example; maintains regular and active communication lines with the library management team and library staff; demonstrates excellent organizational skills; and is able to delegate and balance creativity with day-to-day operations.

## **MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Completion of a Master's Degree in Library Science from an accredited library school AND six (6) years of professional library operations experience, of which two (2) years have been at a supervisory level. Experience with public art and/or cultural programs are highly desirable.

**KNOWLEDGE OF:** Principles and practices of modern librarianship and public library administration; program planning techniques; budget planning, preparation and control; principles of personnel management, supervision and training; principles, practices and integration of print, digital and media collections; and federal, state, and local laws and regulations related to public library operations and management.

**SKILL IN:** Implementing personnel and operations policies; communicating effectively both orally and in writing; supervising and directing the work of professional and non-professional employees; preparing detailed reports and other written matter; public speaking; relating library and arts services to community needs; establishing effective public relations and community support; developing unified and effective working relationships with employees, public officials, community organizations and the general public; evaluating the program effectiveness and recommending and implementing changes; and exercising sound, independent judgment within established guidelines.

**LICENSE:** Must possess a valid California Driver's License and have a satisfactory driving record. Due to assignments and hours worked, must have reliable private transportation to travel to required locations in a timely manner.

**PHYSICAL DEMANDS:** In addition to requiring sufficient mobility to work in a typical office setting and attend meetings, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone, computer and other electronic information technology systems.

Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.