

CITY LIBRARIAN

DEFINITION

To plan, organize, direct, and coordinate the activities of the Library Division and museum and educational facilities within the Parks, Recreation & Libraries Department including administrative, public, and technical services; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Parks, Recreation & Libraries Director.

SUPERVISION EXERCISED AND RECEIVED

Receives administrative direction from the Parks, Recreation & Libraries Director.

Exercises direct supervision over assigned supervisory, professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures for the libraries, museums and educational facilities, and cultural arts strategic and technology plans; assess current and future trends for planning purposes.

Plan, organize and direct library, museum and cultural arts activities including administrative, public, technical services, collection services, preservation, interpretation, and presentation.

Direct, oversee and participate in the development of the Library Division work plan including museums and educational facilities; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Develop and implement service levels, standards of service, staffing levels, and staff organization within division; oversee the general development of the libraries and museums collections.

Prepare the Library Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Prepare and make presentations and recommendations to the Parks, Recreation and Libraries Director, City Manager, City Council, Commissions, and the Library Board; represent libraries,

museums and cultural arts to various community organizations and other public agencies regarding the library's services and activities.

Assist with projects related to constructing or renovating libraries, museums, and educational facilities; oversee general maintenance of existing facilities; participate in identifying the need for new or expanded facilities to meet current and anticipated community use.

Assist staff in understanding the information needs of the community including changes related to a variety of information technology access methods; direct the development of libraries, museums and educational programs that provide a broad range of library services for a diverse customer base.

Oversee the marketing of services including website information and services available through the internet; monitor various publicity activities such as press releases, publications, brochures/pamphlets.

Identify funding sources for assigned services, including local, State, and Federal programs and grants; participate in a variety of fund-raising activities with community groups and/or business supporters; oversee administration of such programs and use of funds received.

Research and monitor emerging trends and issues as they relate to the division; develop and implement division appropriate action plans.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of library science including application and use of information technology systems.

Principles and standard practices of library material acquisition, classification and circulation and conservation, storage and handling of museum artifacts and collections,

Principles and standard practices of cultural arts programming, public art acquisition and installation and arts events,

Techniques and practices of operating a community interpretive, museum or educational facility.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations, and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Principles and practices of research and survey techniques and statistical analysis.

Budgeting procedures and techniques.

Principles and practices of supervision, training, and personnel management.

Ability to:

Organize and direct library, museum and educational facility operations and plan community cultural arts events and programs.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; intermittently push and pull carts; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex work of the division.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply federal, State, City and department policies, procedures, rules, and regulations.

Prepare and administer a budget.

Supervise, train, and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience performing professional library duties, including two years of supervisory responsibility.

AND

Training:

A Master's degree in Library Science/Information Studies or a related field from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

02-10-24	Updates
08-08-14	
08-25-12	
01-27-11	
08-24-10	
07-01-03	City Librarian
09-16-98	
10-01-88	
03-28-88	
07-01-79	Assistant Library Director
10-30-73	
-67	Assistant City Librarian
-65	
-64	Assistant Librarian