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PA # 2/DLS.1-2

County of El Dorado
June 1990

DIRECTOR OF LIBRARY SERVICES

DEFINITION

Under general ~~policy~~ direction, plans, organizes, ~~coordinates~~ manages, and ~~administers~~ provides ~~direction and oversight for~~ all ~~programs~~ functions and ~~services~~ activities of the ~~El Dorado County~~ County's Public Library System; ~~provides expert~~ formulates departmental policies, goals, and directives; coordinates assigned activities with other County departments, officials, outside agencies, and the public; fosters cooperative working relationships among County departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly ~~responsible and complex~~ professional assistance to ~~County~~ the Chief Administrative Officer, County departments, and Board of Supervisors in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Administrative Officer or Board of Supervisors. Exercises general direction and supervision over ~~management~~, supervisory, professional, technical, and ~~administrative support~~ staff ~~on library service matters~~ through subordinate levels of management and supervision.

DISTINGUISHING CLASS CHARACTERISTICS

~~This class serves as administrative head of the library system and is responsible for implementing policy, developing goals and objectives, selecting and supervising staff, administering the library budget and administering operations and activities. The incumbent is accountable for accomplishing departmental goals and objectives within general policy guidelines.~~

~~This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for coordination, direction, and administration of the County's Library Department and the County's Historical Museum. The incumbent is responsible for the operation of library programs and activities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is responsible for overall policy development, fiscal management, administration, and operation of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.~~

EXAMPLES OF ~~DUTIES~~ TYPICAL JOB FUNCTIONS (Illustrative Only)

➤ ~~Assumes full management responsibility for all programs, services, and activities of the Library~~

Department.

- Develops and directs the implementation of goals, objectives, policies, ~~procedures~~procedures, and work standards for the Library Department, ~~the Literacy Project and including~~ the Historical Museum; directs the preparation and administration of the department's budget.——
- Formulates and recommends policy to the Chief Administrative Officer and Board of Supervisors and implements after adoption.—
- ~~Selects assigned staff and provides for their training and professional development.~~
- ~~Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team.~~
- Plans, organizes, ~~administers~~administers, reviews, and evaluates the activities of ~~pro-~~professionalprofessional and support staff.——
- Serves as principal liaison between the ~~library~~Library Department and other County departments.—
- Establishes a collection development policy and is the final authority on selection of titles, and materials to be added or deleted from the ~~collection.~~——collection.
- Develops, revises, and implements administrative programs and procedures, such as workload planning and assignment, ~~computerization and word processing services~~integrated library systems, physical space allocation, and equipment needs.——
- Evaluates the effectiveness of library services and programs in meeting ~~community~~community needs; represents the ~~library~~department in the community and in the state and national library service; recommends applications for funds from public and private agencies for library programs.
- Interprets County policies and procedures to staff; provides expert ~~professional~~professional assistance as required.
- Directs the conduct of analytical and management studies; reviews reports of findings, alternatives, and recommendations.——
- Monitors developments related to library operations, evaluates their impact on County operations, and recommends improvements.
- Coordinates the design and budget of major capital projects such as building a new library facility or remodeling existing buildings; negotiates and monitors contracts and leases for facilities.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs ~~other~~related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of library systems and programs.
- ⇒ Administrative principles and methods, including goal setting, program development, work planning and organization, and employee supervision.
- Principles and practices of leadership.
- ⇒ Theory and philosophy of librarianship.
- ⇒ Principles and practices of professional library objectives, organization, program planning, collection development, system development, and service delivery.
- ⇒ Applicable laws federal, state, and regulations.
- ⇒ Principles local laws, regulatory codes, ordinances, and practices of business computer user applications. procedures relevant to the Library programs.
- ⇒ Funding sources impacting program and service development.
- ⇒ Budgetary Principles and practices of budget development and administration principles.

Skill in:

- Planning, organizing, administering, reviewing and evaluating Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- ⇒ Plan, organize, administer, review, and evaluate the work of management, professional and technical library staff.
- ⇒ Selecting, motivating, evaluating, and administrative support staff and providing for their training and professional development.
- Developing, implementing, and interpreting Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- ⇒ Develop, implement, and interpret goals, objectives, policies, procedures, work standards, and internal controls.
- ⇒ Preparing, administering Prepare, administer, and monitoring monitor a sizable budget and anticipating anticipate budgetary needs, programs, and services.
- ⇒ Representing the Library and the County effectively in meetings with individual citizens, citizen groups, and boards and commissions.
- ⇒ Exercising Exercise sound, independent judgment within general policy guidelines.

- ~~Preparing~~ Prepare clear and concise reports, correspondence, and other written ~~communications~~ material.
- ~~Analyzing~~ Analyze complex technical and administrative problems, ~~establishing~~ establish alternative solutions, and ~~adopting~~ adopt effective courses of action.
- ~~Establishing and maintaining~~ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ~~Establish, maintain, and foster positive and~~ effective working relationships with those contacted in the course of the work.

Other Requirements:

~~Must possess~~ a valid driver's license.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Graduation from an American Library Association accredited university with a ~~Master's~~ master's degree in ~~Library Science~~ library science, and four (4) years of ~~managerial or supervisory professional~~ experience, which has included administration of library programs ~~and services and supervision of professional staff.~~

~~NOTE: The above qualifications are, including at least two (2) years in a~~ management capacity.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

~~Must possess~~ typically accepted way of obtaining the required knowledge and skills; mobility to work in a standard office setting and use standard office equipment, including mainframe and desktop computers; vision to read printed materials and digital displays; The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information,

compose complex responses, interact with others, and present information and reports. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work is primarily performed indoors in a library setting, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to attend meetings outside of regular working hours.