

Class Code:
City of Anaheim:
Class Specification:

- I. CLASS TITLE: CITY LIBRARIAN
- II. DEPARTMENT: COMMUNITY SERVICES DEPARTMENT/LIBRARY DIVISION
- III. CLASS DEFINITION:

To direct, manage, supervise and coordinate the programs and activities of the Library Division within the Community Services Department; to coordinate assigned activities with other City departments, divisions and outside agencies; and to provide highly responsible and complex administrative support to the Community Services Director.

- IV. SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Community Services Director.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

- V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Assume management responsibility for all services and activities of the Library Division.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs including all public services, technical support and administration; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Community Services Director; implement improvements.

Select, train, motivate and evaluate Library Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate and review the work plan for the Library Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Library Division program budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Provide recommendations regarding facility needs; set priorities for facility development based on community input and staff analysis.

Assess community needs and trends; project future demographic changes and resulting needs; develop long-range strategies for programs and facilities based upon changes.

Coordinate the development of fund-raising and corporate support programs; coordinate with non-profit foundations to coordinate fund-raising projects and special events.

- EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Serve as a liaison for the Library Division with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Community Services Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Library Division programs, policies and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library services.

Respond to citizen inquiries and resolve difficult and sensitive complaints.

Perform related duties and responsibilities as required.

VI: JOB RELATED QUALIFICATIONS:

Experience: Extensive and responsible experience in the management of a public library system including supervision and development of professional employees.

Knowledge of: Operational characteristics, services and activities of a comprehensive library program; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of program development and administration; modern and complex principles and practices of library science and their application to a wide variety of library services and programs; research and survey techniques including data collection methodologies and statistical principles; principles and practices applying to contract development and administration; advanced principles and practices of municipal budget preparation and administration; principles of supervision, training and performance management; pertinent Federal, State and local laws, codes and regulations.

Ability to: Manage, direct and coordinate the work of supervisory, professional and technical personnel; select, supervise, train and evaluate staff; provide administrative and professional leadership and direction for the Library Division; recommend and implement goals, objectives, and practices for providing effective and efficient library services; elicit community and organizational support for library programs; create vision and strong leadership for the division; prepare and administer large and complex budgets; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures and techniques; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including City and other governmental officials, community groups and the general public.

Physical Requirements: None

License/Certification Required: Possession of a valid California Driver's License is required. Possession of a Master's degree in Library Science from an accredited college or university is desirable.

VII. FLSA DESIGNATION: Executive Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.