



CLASS SPECIFICATION

Class Code: 9305
Date Est: 10/1973
Last Rev: 10/2015
Last Title Chg:
FLSA: Exempt
Probation: N/A

LIBRARY DIRECTOR

DEFINITION

Under general administrative direction of the Library Board of Trustees, oversees and directs the operational and internal support functions of the Washoe County Library System; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in Library Science or Library Information Science from an American Library Association accredited college or university AND EITHER three years of full-time experience as a Director of a multi-branch library system OR five years of full-time professional library experience as an Assistant Director of a library system OR five years of full-time experience as a Director of a major division of a large metropolitan or regional library system.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional, paraprofessional, technical and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee and evaluate the operations of Washoe County's multi-branch Library System.

Prepare department strategic plan for Library Board approval and submission to the State Library.

Manage the development, implementation and evaluation of strategies and services to accomplish short- and long-term goals and objectives, and to ensure alignment with the County's Strategic Plan.

Oversee the operation and functioning of all physical facilities, and coordinate all building and mechanical functions with multiple companies, landlords, and other County departments.

Prepare department budget for Library Board approval and present the Board-approved budget to the Washoe County Board of Commissioners.

Administer, monitor and approve expenditures for the Library System budget, ensuring that budget allocations are not exceeded and County regulations for fiscal oversight are met.

Oversee fund-raising activities and grant administration.

Continuously monitor and evaluate the efficiency and effectiveness of service-delivery methods and procedures.

Supervise library management and assigned staff, assign and review work, make hiring decisions, administer employee discipline and conflict resolution, and conduct performance evaluations.

Administer Library Board policies; make policy recommendations and provide staff support and information to the Library Board.

Evaluate community needs and develop library services in accordance with those needs.

Promote library services through community engagement; serve on boards, commissions and/or committees as a representative of the Library System.

Develop and administer contracts and agreements with partner agencies.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Washoe County and Washoe County Library System policies, procedures, methods and terminology.

American Library Association philosophy, practices, procedures, and techniques.

Principles and practices of organizational development and project management including program planning, implementation and administration.

Current trends, issues, challenges and developments in the fields of library services and public library administration.

Integrated Library Systems, automated databases, software and digital resources.

Current computer/mobile technologies and use of the Internet.

Provisions of applicable collective bargaining agreements.

Principles and practices of grant applications and administration.

Fund-raising methods used in governmental and non-profit organizations.

Ability to:

Plan, coordinate, and direct the operations of the Washoe County Library System to accomplish established goals and optimize efficiency.

Maintain effective working relationships with management, staff, elected officials, community leaders, service organizations, and the general public.

Develop and administer a system-wide operating budget.

Supervise staff effectively and efficiently; provide ongoing coaching and feedback; develop effective work teams and motivate individuals to meet goals and objectives.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Use multiple types of digital technologies, library equipment and audio/visual equipment.

Interpret and apply regulations, policies, and procedures.

Evaluate complex operational problems and develop sound responses.

Analyze community trends and demographic data to identify the community's library service needs.

Represent the Library System in various public forums such as commission meetings, community gatherings, and legislative bodies.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, mobile devices and FAX machine. Work is performed in a public service environment with continuous contact with staff and the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.